

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Administration for Children and Families (ACF)

#### [Program Announcement No. ACF/ACYF/RHYP 2002-02]

Announcement of Availability of Financial Assistance and Request for Applications for Runaway and Homeless Youth program grants.

**AGENCY:** Family and Youth Services Bureau, Administration on Children, Youth and Families, ACF, HHS

**ACTION:** Announcement of availability of financial assistance and request for applications for the FY 2002 Basic Center Program for Runaway and Homeless Youth (BCP), FY 2002 and FY 2003 Transitional Living Program (TLP) and FY 2002 Training and Technical Assistance (T&TA) Cooperative Agreements.

**DEADLINES:** The deadline for RECEIPT of applications for a grant under this announcement is as follows:

CFDA#	Program	Deadline Date	Deadline Time
93.623	Basic Center Program	May 3, 2002	4:30 p.m. (EDT)
93.623	Training and Technical Assistance Cooperative Agreements	May 3, 2002	4:30 p.m. (EDT)
93.550	Transitional Living Program (Fiscal Year 2002 Funding)	May 10, 2002	4:30 p.m. (EDT)
93.550	Transitional Living Program (Fiscal Year 2003 Funding)	May 10, 2002	4:30 p.m. (EDT)

**Mailing and Delivery Instructions:** Applications must be in hard copy. Mailed applications and applications hand delivered by applicants, applicant couriers, overnight/express mail couriers or any other method of hand delivery shall be considered as meeting an announced deadline if they are received on or before the deadline, at the following address:

ACYF Operations Center  
1815 North Fort Myer Drive  
Suite 300  
Arlington, VA 22209  
Telephone: 1-800-351-2293  
email: FYSB@lcgnet.com

Applications may be hand delivered to the above address between the hours of 8:00 a.m. and 4:30 p.m. (EDT), Monday through Friday (excluding Federal Holidays).

Applicants are responsible for mailing and delivering applications well in advance of deadlines to ensure that the applications are received on time. Applications received after 4:30 p.m. (EDT) on the deadline date will be classified as late. **Postmarks and other similar documents do not establish receipt of an application.**

**ACF will not accept applications delivered by fax or e-mail regardless of date or time of submission and receipt.**

**Late Applications.** Applications which do not meet the criteria stated above and are not received by the deadline date and time are considered late applications. The Administration for Children and Families (ACF) will notify each late applicant that its application will not be considered in the current competition.

**Extension of Deadline.** ACF may extend an application deadline for applicants affected by acts of God such as floods and hurricanes, or when there is widespread disruption of the mails. A determination to waive or extend deadline requirements rests with the Chief Grants Management Officer.

**FOR FURTHER INFORMATION:** This program announcement contains all the necessary information and application materials to apply for funds. Additional information and copies of this announcement can be obtained by contacting the Administration on Children, Youth and Families Operations Center, (Family and Youth Services Bureau Program Announcement), 1815 North Fort Myer Drive, Suite 300, Arlington, VA 22209, Telephone: 1-800-351-2293, email: FYSB@lcgnet.com. You may also locate a copy of this program announcement on the FYSB website at <http://www.acf.dhhs.gov/programs/fysb> . Information about all the programs funded by FYSB may be found on the FYSB website under Programs and on the National Clearinghouse on Families and Youth website at <http://www.ncfy.com> .

**SUPPLEMENTARY INFORMATION:** Grant awards for FY 2002 funds will be made by September 30, 2002 for the Basic Center Program, Training and Technical Assistance Cooperative Agreements and Transitional Living Program. Transitional Living Program (Fiscal Year 2003) grant awards for FY 2003 will be made after September 30, 2002.

The estimated funds available for new starts and the approximate number of new grants that may be awarded under this program announcement are as follows:

Competitive Grant Area	New Start Funds Available	Estimated Number of New Grants
A. BCP	\$ 9,700,000	100
*B. TLP	\$ 19,000,000 (FY 2002)	100
TLP	\$ 11,200,000 (FY 2003)	60
C. T&TA	\$ 2,000,000	10

\*All information stated in the full official program announcement under Transitional Living Program, CFDA #93.550, Competitive Area B, is applicable to grant applications submitted for TLP Fiscal Year 2002 funds and TLP Fiscal Year 2003 funds.

In addition to the new start grants, the Administration for Children and Families has provided for noncompetitive continuation funds to current grantees in the following programs:

Grant Area	Noncompetitive Continuation Funds	Number of Grants
A. BCP	\$ 32,105,587	270
B. TLP	\$ 7,405,040	37

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**PART I. GENERAL INFORMATION**

**A. Background on Runaway and Homeless Youth and Positive Youth Development**

The Family and Youth Services Bureau (FYSB), within the Administration on Children and Families (ACF), administers programs that provide services to an adolescent population of runaway, homeless and street youth. Estimates of this population vary from 1 to 3 million. Many of these youth have left home to escape abusive situations or because their parents/guardians could not meet their basic needs for food, shelter and a safe, supportive environment. Many live on the streets or away from home without parental supervision and are highly vulnerable. They may be exploited by dealers of illegal drugs, or become victims of street violence or members of gangs which provide protection and a sense of extended family. They may be drawn into shoplifting, survival sex or dealing drugs in order to earn money for food, shelter, clothing and other daily expenses. They often drop out of school, forfeiting their opportunities to learn and to become independent, self-sufficient, contributing members of society.

On the street, these youth may try to survive with little or no contact with medical professionals, the result being that health problems may go untreated and worsen. Without the support of family, schools and other community institutions, they may not acquire the personal values and work skills that will enable them to enter or advance in the world of work. Finally, as street people, they may create substantial law enforcement problems and endanger themselves. All these problems, real and potential, call for a community-based program *positive youth development* approach to address the needs of runaway, homeless and street youth.

The Family and Youth Services Bureau has worked to promote a *positive youth development* framework for all FYSB activities. This approach, which is asset-based rather than problem-focused, is intended for policy and program developers, program managers, youth services professionals, and others who care about young people. It

intends to enhance capacity to develop service models and approaches that direct youth toward positive pathways of development. The youth development approach is predicated on the understanding that all young people need support, guidance, and opportunities during adolescence, a time of rapid growth and change. With this support, they can develop self-assurance and create a happy, healthy, and successful life. Key elements of positive youth development are:

- Ongoing relationships with caring adults;
- Safe places with structured activities;
- Healthy start and future;
- Marketable skills through effective education; and
- Opportunities to give back through community service.

If these factors are being addressed, young people can become not just "problem free" but "fully-prepared" and engaged constructively in their communities and society.

Positive developmental opportunities should be available to all young people during adolescence. Adolescents need opportunities to fulfill their developmental needs — intellectually, psychologically, socially, morally and ethically. Youth benefit from experiential learning, and they need to belong to a group while maintaining their individuality. At the same time, they want and need support and interest from caring adults. They also need opportunities to express opinions, challenge adult assumptions, develop the ability to make appropriate choices, and learn to use new skills, including leadership.

It is FYSB's hope and expectation that awareness of this approach and its importance for serving youth will increase. The FYSB publications, *Understanding Youth Development: Promoting Positive Pathways of Growth* and *Reconnecting Youth and Community: A Youth Development Approach*, are widely distributed as source documents for positive youth development concepts and applications. Both are currently available from the National Clearinghouse on Families and Youth (NCFY) at <http://www.ncfy.com> (301-608-8098). Additionally, a recent statement of principles for positive youth development, endorsed by a broad range of agencies, institutions and organizations, may be found in the brochure: *Toward A Blueprint For Youth: Making Positive Youth Development A National Priority*. Multiple copies of this resource are available from NCFY or it can be found online at <http://www.acf.dhhs.gov/programs/fysb/youthinfo/blueprint.htm>.

## **B. Legislative Authority**

Grants for Runaway and Homeless Youth programs are authorized by the Runaway and Homeless Youth (RHY) Act, as amended by Public Law 106-71. Text of this statute may be found at <http://www.acf.dhhs.gov/programs/fysb/grant.htm>

## **C. Definitions** (These definitions may be found at Section 387 of the RHY Act, as amended.)

**HOMELESS YOUTH** — The term 'homeless youth' means an individual who is not more than 21 years of age; and for the purposes of the Transitional Living Program not less than 16 years of age; for whom it is not possible to live in a safe environment with a relative; and who has no other safe alternative living arrangement.

**STREET YOUTH** — The term 'street youth' means an individual who is a runaway youth; or indefinitely or intermittently a homeless youth; and spends a significant amount of time on the street or in other areas that increase the risk to such youth for sexual abuse, sexual exploitation, prostitution, or drug abuse.

**YOUTH AT RISK OF SEPARATION FROM THE FAMILY** — The term 'youth at risk of separation from the family' means an individual who is less than 18 years of age; and who has a history of running away from the family of such individual [or of threatening to do so]; whose parent, guardian, or custodian is not willing to provide for the basic needs of such individual; or who is at risk of entering the child welfare system or juvenile justice system as a result of the lack of services available to the family to meet such needs.

**DRUG ABUSE EDUCATION AND PREVENTION SERVICES** — The term ‘drug abuse education and prevention services’ means services to runaway and homeless youth to prevent or reduce the illicit use of drugs by such youth; and may include individual, family, group, and peer counseling; drop-in services; assistance to runaway and homeless youth in rural areas (including the development of community support groups); information and training relating to the illicit use of drugs by runaway and homeless youth, to individuals involved in providing services to such youth; and activities to improve the availability of local drug abuse prevention services to runaway and homeless youth.

**HOME-BASED SERVICES** — The term ‘home-based services’ means services provided to youth and their families for the purpose of preventing such youth from running away, or otherwise becoming separated, from their families; and assisting runaway youth to return to their families; and includes services that are provided in the residences of families (to the extent practicable), including intensive individual and family counseling; and training relating to life skills and parenting.

**STREET-BASED SERVICES** — The term ‘street-based services’ means services provided to runaway and homeless youth, and street youth, in areas where they congregate, designed to assist such youth in making healthy personal choices regarding where they live and how they behave; and may include identification of and outreach to runaway and homeless youth, and street youth; crisis intervention and counseling; information and referral for housing; information and referral for transitional living and health care services; advocacy, education, and prevention services related to alcohol and drug abuse; sexual exploitation; sexually transmitted diseases, including human immunodeficiency virus (HIV); and physical and sexual assault.

**TRANSITIONAL LIVING YOUTH PROJECT** — The term ‘transitional living youth project’ means a project that provides shelter and services designed to promote a transition to self-sufficient living and to prevent long-term dependency on social services.

**PUBLIC AGENCY** — The term "public agency" means any State, unit of local government, Indian Tribe and Tribal organization, combination of such States or units, or any agency, department, or instrumentality of any of the foregoing. This definition applies to all runaway and homeless youth programs funded under this announcement.

**SHELTER** — The term "shelter" includes host homes, group homes and supervised apartments. As currently understood in the field: "Host homes" are facilities providing shelter, usually in the home of a family, under contract to accept runaway and/or homeless youth assigned by the RHY service provider and are licensed according to State or local laws. "Group homes" are single-site residential facilities designed to house RHY clients who may be new to the program or may require a higher level of supervision. These dwellings operate in accordance with State or local housing codes and licensure. "Supervised apartment" is a single unit dwelling or multiple unit apartment house operated under the auspices of the TLP service provider for the purpose of housing program participants.

**STREET BASED OUTREACH AND EDUCATION** — The term "street-based outreach and education" includes education and prevention efforts directed at youth that are victims of offenses committed by offenders who are and are not known to the victim.

**TEMPORARY SHELTER** — The term "temporary shelter" means the provision of short-term (maximum of 15 days) room and board and core crisis intervention services on a 24-hour basis.

**STATE** — The term "State" means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa and the Commonwealth of the Northern Marianas.

**TRAINING** — The term “training” means the provision of local, State, or regionally based instruction to runaway and homeless youth service providers in skill areas that will directly strengthen service delivery.

**TECHNICAL ASSISTANCE** — The term “technical assistance” means the provision of expertise, consultation and/or support for the purpose of strengthening the capabilities of grantee organizations to deliver services.

## PART II. APPLICATION CONTENT

- **BASIC CENTER PROGRAM (Competitive Grant Area A, CFDA# 93.623): Instructions, Project Description and Evaluation Criteria**

**Program Purpose, Goals and Objectives:** The purpose of Part A of the RHY Act is to establish or strengthen locally-controlled, community-based programs that address the immediate needs of runaway and homeless youth and their families. Services must be delivered outside of the law enforcement, child welfare, mental health and juvenile justice systems. The program goals and objectives of the Basic Center Program of Part A of the RHY Act are to:

- Alleviate problems of runaway and homeless youth;
- Reunite youth with their families and encourage the resolution of intra-family problems through counseling and other services;
- Strengthen family relationships and encourage stable living conditions for youth; and
- Help youth decide upon constructive courses of action.

**Background:** The Runaway and Homeless Youth Act of 1974 was a response to widespread concern regarding the alarming number of youth who were leaving home without parental permission, crossing State lines and who, while away from home, were exposed to exploitation and other dangers of street life.

Each Basic Center program is required to provide outreach to runaway and homeless youth; temporary shelter for up to fifteen days; food; clothing; individual, group and family counseling; aftercare and referrals, as appropriate. ***Basic Center programs are required to provide their services in residential settings for at least four (4) youth and no more than twenty (20) youth.*** Some programs also provide some or all of their shelter services through host homes (usually private homes under contract to the centers), with counseling and referrals being provided from a central location. Basic Center programs shelter youth at risk of separation from the family who are less than 18 years of age, and who have a history of running away from the family. Basic Centers must provide age appropriate services or referrals for homeless youth ages 18-21.

The primary presenting problems of youth who receive shelter and non-shelter services through FYSB-funded Basic Centers include: 1) conflict with parents or other adults, including physical, sexual and emotional abuse; 2) other family crises such as divorce, death, or sudden loss of income; and 3) personal problems such as drug use, problems with peers, school attendance and truancy, bad grades, inability to get along with teachers and learning disabilities.

**Eligible Applicants:** Any State, unit of local government, (and combination of such units ) are eligible to apply for Basic Center Program funding. Any private nonprofit agency, organization or institution is eligible to apply for these funds. Federally recognized Indian Tribes are eligible to apply for Basic Center grants. Indian Tribes that are not federally recognized and urban Indian organizations are also eligible to apply for grants as private, nonprofit agencies. Faith-based organizations and small community-based organizations are eligible to apply for Basic Center grants.

Current Basic Center grantees with project periods ending on or before September 30, 2002, and all other eligible applicants not currently receiving Basic Center funds may apply for a new competitive Basic Center grant under this announcement.

Current Basic Center Program grantees (including subgrantees) with one or two years remaining on their current grant and the expectation of continuation funding in FY 2002 may not apply for a new Basic Center grant for the community they currently serve. These grantees will receive instructions from their respective ACF Runaway and Homeless Youth Regional Office contacts on the procedures for applying for noncompetitive continuation grants. Current grantees, which have questions regarding their eligibility to apply for new funds, should consult with the appropriate Regional Office Youth Contact, listed in Part V, Appendix B, to determine if they are eligible to apply for a new grant award.

**Funding:** The Family and Youth Services Bureau expects to award approximately \$9,700,000 for approximately 100 new competitive Basic Center Program grants. In accordance with the RHY Act, the funds will be divided among the States in proportion to their respective populations under the age of 18, according to the latest census data. A minimum of \$100,000 will be awarded to each State, the District of Columbia and Puerto Rico. A minimum of \$45,000 will be awarded to each of the four insular areas: Guam, American Samoa, the Commonwealth of the Northern Marianas and the Virgin Islands.

**The funds available for continuations and new starts in each State and insular area are listed in the Table of Allocations by State (Part V, Appendix D).** In this Table, the amounts shown in the column labeled "New Starts" are the amounts available for competition under this announcement. The number of new awards made within each State depends upon the amount of the State's total allotment less the amount required for non-competing continuations, as well as on the number of acceptable applications. Therefore, where the amount required for noncompeting continuations in any State equals or exceeds the State's total allotment, it is possible that no new awards will be made.

All applicants under this competitive grant area will compete with other eligible applicants in the State in which they propose to deliver services. In the event that there are insufficient numbers of applications approved for funding in any State or jurisdiction, the Commissioner of ACYF will reallocate the unused funds.

**Federal Share of Project Costs:** The maximum Federal share for a 3-year project period is \$600,000.

**Applicant Share of Project Costs:** Basic Center grantees must provide a non-Federal share or match of *at least ten percent (10%)* of the Federal funds awarded. (There are certain exceptions for Tribes with "638" funding pursuant to P.L. 93-638, under which certain Federal grants may qualify as matching funds for other Federal grant programs, e.g., those which contribute to the purposes for which grants under section 638 were made.) The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a three-year project costing \$600,000 in Federal funds (based on an award of \$200,000 per 12-month budget period) must provide a match of at least \$60,000 (\$20,000 per budget period). Grantees will be held accountable for commitments of non-Federal resources even if over the amount of the required match. Failure to provide the amount will result in disallowance of Federal match.

**Duration of Project:** This announcement solicits applications for Basic Center programs of up to three years duration (36-month project periods). Initial grant awards, made on a competitive basis, will be for one-year (12-month) budget periods. Applications for non competitive continuation grants beyond the one-year budget periods, but within the 36-month project periods, will be entertained in subsequent years, subject to the availability of funds, satisfactory progress of the grantee and determination that continued funding would be in the best interest of the government.

## INSTRUCTIONS

The following are instructions and guidelines on how to prepare the "project summary/abstract" and "full project description" sections of the application. Under the evaluation criteria section, note that each criterion is preceded by the generic evaluation criterion requirement under the ACF Uniform Project Description (UPD). The UPD was approved by the Office of Management and Budget (OMB), Control Number 0970-0139, Expiration Date 12/31/2003. The generic UPD requirement is followed by the evaluation criterion specific to the Runaway and Homeless Youth Program.

**1. FORMS AND CERTIFICATIONS:** Fill out Standard Forms 424 and 424A and the associated certifications and assurances in Appendix E based on the instructions on the forms.

**2. PROJECT SUMMARY/ABSTRACT:** Provide a one page (or less) summary of the project description with reference to the funding request.

**3. FULL PROJECT DESCRIPTION AND EVALUATION CRITERIA:** Describe the project clearly in 40 pages or less (not counting budget narrative justification, supplemental documentation, letters of support or agreements) using the following outline and guidelines:

**Applicants are required to submit a full project description and must prepare the project description statement in accordance with the following instructions. The pages of the project description must be numbered and are limited to 40 typed pages starting on page 1 of "Objectives and Need for Assistance". The description must be double-spaced, printed on only one side, with at least 1/2 inch margins. Pages over the limit will be removed from the competition and will not be reviewed.**

**It is in the applicant's best interest to ensure that the project description is easy to read, logically developed in accordance with the evaluation criteria and adheres to page limitations. In addition, applicants should be mindful of the importance of preparing and submitting applications using language, terms, concepts and descriptions that are generally known both to the runaway and homeless youth and broader youth services field.**

**The maximum number of pages for supplemental documentation is 10 pages. The supplemental documentation, subject to the 10-page limit, must be numbered and might include brief resumes, position descriptions, proof of non-profit status (if applicable), news clippings, press releases, etc. Supplemental documentation over the 10-page limit will not be reviewed.**

**Applicants may include letters of support or agreement, if appropriate or applicable, in reference to the project description. Letters of support are not counted as part of the 40-page project description limit or the 10-page supplemental documentation limit. (Note: Applicable agreements are those between grantees and sub-grantees or sub-contractors or other cooperating entities which support or complement the provision of mandated services to runaway and homeless youth.)**

#### **4. EVALUATION CRITERIA**

The evaluation criteria in the following pages will be used to evaluate and score each application. As stated above in "Instructions," the evaluation criteria is preceded by the generic evaluation requirement under the ACF Uniform Project Description (UPD). The generic requirement is followed by the evaluation criteria specific to the Runaway and Homeless Youth Program. Each criterion should be addressed in the "Full Project Description" section of the application according to the guidelines in the following pages. Applicants should provide specific information that addresses all components of the criteria. The maximum numerical weights or points assigned to each set of RHY criteria total 100. Therefore, the highest possible score an application can receive under this competitive grant program area is 100.

**(a.) UPD REQUIREMENT FOR OBJECTIVES AND NEED FOR ASSISTANCE:** Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

#### **EVALUATION CRITERIA FOR OBJECTIVES AND NEED FOR ASSISTANCE (15 points):**

1. Applicant must specify the goals and objectives of the project and how implementation will fulfill the purposes of the legislation identified above.

2. Applicant must state the need for assistance by describing the conditions of youth and families in the area to be served and the estimated number and characteristics of runaway and homeless youth and their families. The discussion must include matters of family functioning and the health, education, employment and social conditions of the youth, including at-risk conditions or behaviors such as drug use, school failure and delinquency. Applicants proposing to focus services on a specific RHY population (e.g., single sex programs, gay and lesbian youth, a particular ethnic group, etc.) must explain and justify why the population requires focused services. (Services or referrals must also be available for eligible youth not in the focus population.) Additional information on "focused" services is requested under "Approach" criterion.

3. Applicant must discuss the existing support systems for at-risk youth and families in the area, with specific references to law enforcement, health and mental health care, social services, schools and child welfare. In addition, other agencies providing shelter and services to runaway and homeless youth in the area must be identified. Supporting documentation of need from other community groups may be included. Additional information about other organizations is requested under "Organizational Profile" Criterion. It should be clear that the applicant will complement or enhance, not duplicate, existing available services.

4. Applicant must describe the area to be served, indicate the precise locations of program services and demonstrate that the services will be located in an area which is frequented by and/or easily accessible by runaway and homeless youth. Maps or other graphic aids may be attached as part of the supplementary documentation 10-page limit.

**(b.) UPD REQUIREMENT FOR RESULTS OR BENEFITS EXPECTED:** Identify the results and benefits to be derived. For example, when applying for a grant to serve adolescents and their families, describe who will receive services, where and how these services will be provided, and how the services will benefit the youth, their families and the community.

#### **EVALUATION CRITERIA FOR RESULTS OR BENEFITS EXPECTED (20 points):**

1. Applicant must specify the annual number of qualifying runaway and homeless youth (RHY) and their families expected to be directly served (e.g., sheltered and counseled), the number of beds available for runaway and homeless youth (at least 4 youth and no more than 20 at a given facility) and the types and quantities of services to be provided. (Runaway and homeless youth are distinct from other youth, e.g., youth currently in foster care or other systems.)

2. Applicant must describe the anticipated changes in attitudes, values and behavior of the youth served and improvements in individual and family functioning that will occur as a consequence of the services provided.

3. Applicant must describe the criteria to be used to evaluate the results and success of the program.

**(c.) UPD REQUIREMENT FOR APPROACH:** Outline a plan of action which describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors which might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the U.S. Office of Management and Budget (OMB). This clearance pertains to any collection of information that is conducted or sponsored by ACF.

List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

**EVALUATION CRITERIA FOR APPROACH (35 points):**

1. Applicant must describe the *program's positive youth development* approach or philosophy and indicate how it underlies and integrates all proposed activities, including provision of services to runaway and homeless youth and involvement of the youth's parents or legal guardians. Specific information must be provided on how youth will be involved in the design, operation and evaluation of the program.
2. Applicant must describe the *strategies* and *activities* for encouraging awareness of and sensitivity to the diverse needs of runaway and homeless youth who are persons of low English proficiency, or represent particular ethnic and racial backgrounds, sexual orientations, or who are street youth. Additionally, applicant must describe plans for conducting an *outreach program* that, where applicable, will attract members of ethnic, cultural, and racial minorities and/or persons with limited ability to speak English.
3. Applicant must describe how runaway and homeless youth and their families will be reached and how services will be provided in compliance with the *Basic Center Program Performance Standards and Criteria* listed in Part V, Appendix A. (NOTE: The program performance standards in Appendix A define the minimum standards to which RHY Basic Center projects funded by ACF should conform. They address operational features such as outreach, intake, services, staffing, reporting, and other essential factors.) This set of criteria already incorporates many of the Performance Standards, but others may also be addressed if appropriate.
4. Applicants proposing to serve a specific RHY population (e.g. single sex programs, gay and lesbian youth, a particular ethnic group, etc.) must explain why the population requires *focused services*, how the services provided will meet the special needs of this population and how the applicant will make referrals or otherwise provide for the needs of RHY youth who are not in the specific population the applicant will serve.
5. Applicant must describe plans and procedures for *intake*, assessment and periodic case review of the youth upon arrival at the center.
6. Applicant must describe *plans for contacting parents, relatives or guardians of the youth they serve*; for ensuring the safe return of youth to their parents, relatives or legal guardians if it is in the youth's best interests; for contacting local governments pursuant to formal or informal arrangements established with such officials; and for providing alternative living arrangements when it is not safe or appropriate for youth to return home.
7. Applicant must describe plans and procedures for providing *counseling services* and encouraging the involvement, whenever possible, of parents or legal guardians in counseling.
8. Applicant must describe the plans for ensuring *coordination with schools* to which runaway and homeless youth will return and for assisting the youth to stay current with the curricula of these schools.
9. Applicant must briefly describe how the program has established or will establish formal *service linkages* and plans for *coordination* with other social service, law enforcement, educational, housing, vocational, welfare, legal service, drug treatment, health, and mental health care agencies in order to ensure appropriate referrals for the program clients when needed. (More detailed information on linkages will be required under (c.) ORGANIZATIONAL PROFILE criteria below.)
10. Applicant must describe *procedures* for dealing with youth who have run from foster care placements and from correctional institutions and must show that procedures are in accordance with Federal, State and local laws.

11. Applicant must describe plans and procedures for providing *aftercare services* and ensuring, whenever possible, that aftercare will also be provided to those youth who return home outside the State in which the program is located.

12. Applicant must briefly describe the type, capacity and staff supervision of the shelter that will be available for youth. (More information on personnel will be required under (d.) STAFF AND POSITION DATA criteria below.)

13. Applicant must agree to keep adequate statistical records profiling the youth and families served under the Federal grant and to gather and submit program and client data required by FYSB. Identify the kinds of data to be collected, maintained, and/or disseminated, including data required for annual reporting to the Secretary of HHS. Such data include (i) the number and characteristics of runaway and homeless youth, and youth at risk of family separation, who participate in the project and (ii) the services provided to such youth by the project. This information must be submitted through the Runaway and Homeless Youth Management Information System (RHYMIS or RHYMIS-LITE) or in an approved format which RHYMIS can receive. Current recipients of a FYSB grant who are not fully and timely submitting the required data are at risk of not being considered for a new grant award. (NOTE: Clearance in advance from the U.S. Office of Management and Budget will be needed prior to a "collection of information" that is or appears to be "conducted or sponsored" by FYSB, ACF, or any other federal agency. Information collected for this application and for RHYMIS has received such clearance from OMB.)

14. If applicant is a current FYSB grantee, describe the grantee's utilization of the RHYMIS or RHYMIS-LITE.

15. Applicant must agree to cooperate with any research or evaluation efforts sponsored by the Administration for Children and Families.

16. Applicant must describe procedures for maintaining confidentiality of records on the youth and families served. Procedures must insure that no information on the youth and families is disclosed without the consent of the individual youth, parent or legal guardian. Disclosures without consent can be made to another agency compiling statistical records if individual identities are not provided or to a government agency involved in the disposition of criminal charges against an individual youth.

17. Applicant must agree to submit data required for the Family and Youth Services Bureau Annual Report to the Secretary of HHS on program activities and accomplishments with statistical summaries describing the number and characteristics of runaway and homeless youth, and youth at risk of family separation, who participate in the project and the services provided to such youth by the project. Applicant must also agree to submit other required program and financial reports, as instructed by FYSB.

18. To provide *optional home-based services*, an applicant must include assurances that in providing such services the applicant will:

- provide counseling and information to youth and the families (including unrelated individuals in the family households) of such youth, including services relating to basic life skills, interpersonal skill building, educational advancement, job attainment skills, mental and physical health care, parenting skills, financial planning, and referral to sources of other needed services;
- provide directly, or through an arrangement made by the applicant, 7 day, 24-hour service to respond to family crises (including immediate access to temporary shelter for runaway and homeless youth, and youth at risk of separation from the family);
- establish, in partnership with the families of runaway and homeless youth, and youth at risk of separation from the family, objectives and measures of success to be achieved as a result of receiving home-based services;
- provide initial and periodic training of staff who provide home-based services; and

- ensure that (A) caseloads will remain sufficiently low to allow for intensive (5 to 20 hours per week) involvement with each family receiving such services; and (B) staff providing such services will receive qualified supervision.

19. To provide *optional drug abuse education and prevention services*, an applicant must provide a description of:

- the types of such services that the applicant proposes to provide;
- the objectives of such services;
- the types of information and training to be provided to individuals providing such services to runaway and homeless youth; and
- an assurance that in providing such services the applicant shall conduct *outreach activities* for runaway and homeless youth.

20. To provide *optional street-based services*, the applicant shall include assurances that in providing such services the applicant will:

- provide qualified supervision of staff, including on-street supervision by appropriately trained staff;
- provide backup personnel for on-street staff;
- provide initial and periodic training of staff who provide such services; and conduct outreach activities for runaway and homeless youth, and street youth.

**(d.) UPD REQUIREMENT FOR STAFF AND POSITION DATA:** Provide a biographical sketch for each key person appointed and a job description for each vacant key position. A biographical sketch will also be required for new key staff as appointed.

#### **EVALUATION CRITERIA FOR STAFF AND POSITION DATA (10 points):**

1. Applicant must include information on skills, knowledge and experience of the project director and key project staff. Biographical sketches or resumes of current and proposed staff, as well as job descriptions, should be included. **Such documents do not count against the overall 40-page project description limit.** Resumes must indicate what position the individual will fill and position descriptions must specifically describe the job as it relates to the proposed project. Applicants must also list organizations and consultants who will work on the program along with a short description of the nature of their effort or contribution.
2. Applicant must provide information on plans for training project staff as well as staff of cooperating organizations and individuals.
3. Applicant should state the expected or estimated ratio of staff to youth and explain how it will be sufficient to ensure adequate supervision and treatment.

**(e.) UPD REQUIREMENT FOR ORGANIZATIONAL PROFILE:** Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information.

Any nonprofit organization submitting an application must submit proof of its nonprofit status in its application at the time of submission. The nonprofit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501(c)(3) of the IRS code, or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

## EVALUATION CRITERIA FOR ORGANIZATIONAL PROFILE (10 points):

1. Applicant must discuss organizational experience in working with runaway and homeless youth populations. Applicant must document the services it provides to this specific population and the length of time the applicant has been involved in the provision of these services.
2. Applicant must provide a short description of the applicant agency's organization; the types, quantities and costs of services it provides and must identify and discuss the role of other organizations or multiple sites of the agency that will be involved in direct services to runaway and homeless youth through this grant. List all these sites, including addresses, phone numbers and staff contact names if different than those on the SF 424. If the agency is a recipient of funds from the Administration on Children and Families for services to runaway and homeless youth for programs other than that applied for in this application, show how the services supported by these funds are or will be integrated with the existing services. Organizational charts may be provided.
3. Applicant must provide a plan for project continuance beyond grant support, including a plan for securing resources and continuing project activities after Federal assistance has ceased and an annotated listing of applicant's funding sources. Applicant must describe how the activities implemented under this project will be continued by the agency once Federal funding for the project has ended and must describe specific plans for accomplishing program phase-out in the event the applicant cannot obtain new operating funds at the end of the 36-month project period.
4. Applicant must include summaries of written agreements, if applicable, between grantees and sub-grantees or subcontractors or other cooperating entities which support or complement the provision of mandated services to runaway and homeless youth. These agreements must detail scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship. **(NOTE: Summaries of agreements do not count against the 40-page project description limit.)**
5. Applicant should provide letters of support and statements from community, public and commercial leaders and organizations that support the project proposed for funding. **(NOTE: Letters of support do not count against the 40-page project description limit nor the 10-page supplemental documentation limit.)**

**(f.) UPD REQUIREMENT FOR BUDGET AND BUDGET JUSTIFICATION:** Provide line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

### General

The following guidelines are for preparing the budget and budget justification. Both Federal and non-Federal resources shall be detailed and justified in the budget and narrative justification. For purposes of preparing the budget and budget justification, "Federal resources" refers only to the ACF grant for which you are applying. Non-Federal resources are all other Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s), and last column, total budget. The budget justification should be a narrative.

### Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known. For each staff person, provide the title, time commitment to the project (in months), time commitment to the project (as a percentage or full-time equivalent), annual salary, grant salary, wage rates, etc. Do not include the costs of consultants or personnel costs of delegate agencies or of specific project(s) or businesses to be financed by the applicant.

### Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

### Travel

Description: Costs of project-related travel by employees of the applicant organization (does not include costs of consultant travel).

Justification: For each trip, show the total number of traveler(s), travel destination, duration of trip, per diem, mileage allowances, if privately owned vehicles will be used, and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

### Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

### Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested.

### Contractual

Description: Costs of all contracts for services and goods except for those which belong under other categories such as equipment, supplies, construction, etc. Third-party evaluation contracts (if applicable) and contracts with secondary recipient organizations, including delegate agencies and specific project(s) or businesses to be financed by the applicant, should be included under this category.

**Justification:** All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceed the simplified acquisition threshold fixed at 41 USC 403(11) (currently set at \$100,000). Recipients might be required to make available to ACF pre-award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc.

**Note:** Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

#### Indirect Charges

**Description:** Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

**Justification:** An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, it should immediately upon notification that an award will be made, develop a tentative indirect cost rate proposal based on its most recently completed fiscal year in accordance with the principles set forth in the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the grant. Also, if the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

#### Program Income

**Description:** The estimated amount of income, if any, expected to be generated from this project.

**Justification:** Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application which contain this information.

#### Non-Federal Resources

**Description:** Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

**Justification:** The firm commitment of these resources must be documented and submitted with the application in order to be given credit in the review process. A detailed budget must be prepared for each funding source.

#### Total Direct Charges, Total Indirect Charges, Total Project Costs

Self-explanatory.

### **EVALUATION CRITERIA FOR BUDGET AND BUDGET JUSTIFICATION (10 Points)**

1. Applicant must show that costs of the proposed program are reasonable and justified in terms of numbers of youth and families to be served, types and quantities of services to be provided and the anticipated results and benefits. Discussion should refer to the budget information presented on Standard Forms 424 and 424A and the applicant's budget justification.

2. Applicant must describe the fiscal control and accounting procedures that will be used to ensure prudent use, proper disbursement and accurate accounting of funds received under this program announcement. For-profit applicants for Basic Center Program grants are reminded that no grant funds may be paid as profit to any recipient of a grant or sub-grant (45 CFR 74.81).

3. While computer software and training for program data collection through the RHYMIS will be provided by FYSB to grantees, applicant should include a request for funds in its budget (within the maximum Federal funds allowed) for any computer equipment needed for implementation of the RHYMIS. The estimated cost of such equipment is less than \$2000, and information regarding the kind of equipment needed will be provided to successful applicants. If the applicant already has such equipment, this may be noted.

## **B. TRANSITIONAL LIVING PROGRAM (Competitive Grant Area B, CFDA# 93.550): Instructions, Project Description and Evaluation Criteria**

**Program Purpose, Goals and Objectives:** The overall purpose of TLP for homeless youth is to establish and operate transitional living programs for homeless youth. This program is structured to help older, homeless youth achieve self-sufficiency and avoid long-term dependency on social services. Transitional living programs provide shelter, skills training, and support services to homeless youth ages 16 through 21 for a continuous period not exceeding 18 months.

***Transitional Living Programs are required to provide services in residential settings for at least four (4) youth and no more than twenty (20) youth.*** Transitional Living Program funds are to be used for the purpose of enhancing the capacities of youth-serving agencies in local communities to effectively address the service needs of homeless, older adolescents and young adults, ***including pregnant and parenting homeless youth.*** Goals, objectives and activities that may be maintained, improved and/or expanded through a TLP grant must include, but are not necessarily limited to:

- Providing stable, safe living accommodations while a homeless youth is a program participant;
- Providing the services necessary to assist homeless youth in developing both the skills and personal characteristics needed to enable them to live independently;
- Providing education, information and counseling aimed at preventing, treating and reducing substance abuse among homeless youth;
- Providing homeless youth with appropriate referrals and access to medical and mental health treatment;
- Providing the services and referrals necessary to assist youth in preparing for and obtaining employment; and
- Providing the services and referrals necessary to assist youth in preparing for and obtaining secondary, and where feasible, post-secondary education and/or vocational training.
- Providing the services and referrals necessary to assist pregnant and parenting homeless youth with the skills and knowledge necessary to become a more effective parent and lead productive and independent lives.

**Background:** It is estimated that about one-fourth of the youth served by all runaway and homeless youth programs are homeless. This means that the youth cannot return home or to another safe living arrangement with a relative. Other homeless youth have "aged out" of the child welfare system and are no longer eligible for foster care.

These young people are often homeless through no fault of their own. The families they can no longer live with are often physically and sexually abusive and involved in drug and alcohol abuse. They cannot meet the youth's basic human needs (shelter, food, clothing), let alone provide the supportive and safe environment needed for the healthy development of self-image and the skills and personal characteristics which would enable them to mature into a self-sufficient adult.

Homeless youth, lacking a stable family environment and without social and economic supports, are also at high risk of being involved in dangerous lifestyles and problematic or delinquent behaviors. More than two-thirds of homeless youth served by ACF-funded programs report using drugs or alcohol and many participate in survival sex and prostitution to meet their basic needs.

Homeless youth are in need of a support system that will assist them in making the transition to adulthood and independent living. While all adolescents are faced with adjustment issues as they approach adulthood, homeless youth experience more severe problems and are at greater risk in terms of their ability to successfully make the transition to self-sufficiency and to become a productive member of society.

Pregnant and parenting homeless youth are likely to face poverty, low levels of educational attainment, and long-term dependence on public assistance. Research indicates that children of teenage mothers are more likely to be born prematurely and to be of low birth weight than children born to women who are older. Compared to children born to older women, children of adolescent mothers, in general, do not do as well in school, have higher reported incidences of abuse and neglect, have higher rates of foster care placement, and are more apt to run away from home. As these children get older, the boys are 2.7 times more likely to be involved in criminal behavior, and the girls are 33 percent more likely to become teenage mothers themselves, increasing the likelihood that they will rely on public assistance.

The Transitional Living Program for Homeless Youth specifically targets services to homeless youth and affords youth service agencies with an opportunity to serve homeless youth in a manner which is comprehensive and geared towards ensuring a successful transition to self-sufficiency. The TLP also improves the availability of comprehensive, integrated services for homeless youth, which reduces the risks of exploitation and danger to which these youth are exposed while living on the streets without positive economic or social supports.

**Eligible Applicants:** Any State, unit of local government, (and combination of such units ) are eligible to apply for Transitional Living Program funding. Any private nonprofit agency, organization or institution is eligible to apply for these funds. Federally recognized Indian Tribes are eligible to apply for Transitional Living Programs grants. Indian Tribes that are not federally recognized and urban Indian organizations are also eligible to apply for grants as private, nonprofit agencies. Faith-based organizations and small community-based organizations are eligible to apply for Transitional Living Program grants.

Current TLP grantees (including subgrantees) with project periods ending on or after September 30, 2002, are not eligible to apply for Transitional Living Program fiscal year 2002 program funding. All other eligible applicants not currently receiving TLP funds may apply for a new competitive TLP grant under this announcement for awards in FY 2002 and/or 2003. **(Note: An applicant applying for both FY 2002 and FY 2003 funding must submit a separate application for each fiscal year.)**

Current TLP grantees (including subgrantees) with one or two years remaining on their current awards and the expectation of continuation funding in Fiscal Year 2003 *may not apply* for a new TLP grant under this announcement. These grantees will receive instructions from their respective ACF Region/Hub Offices on the procedures for applying for non-competitive continuation grants. Current grantees, which have questions regarding their eligibility to apply for new funds, should consult with the appropriate Regional Office Runaway and Homeless Youth Contact, listed in Part V, Appendix B, to determine if they are eligible to apply for a new grant award.

**Funding:** The Family and Youth Services Bureau expects to award approximately \$19,000,000 for approximately 100 new competitive Transitional Living Program grants for fiscal year 2002. The funding is to provide shelter, skill training and support services to assist homeless youth, including pregnant and parenting youth, in making a smooth transition to self-sufficiency and to prevent long-term dependence on social services.

The Family and Youth Services Bureau expects to award approximately \$11,200,000 for approximately 60 new competitive Transitional Living Program grants for fiscal year 2003. The funding is to provide shelter, skill training and support services to assist homeless youth, including pregnant and parenting youth, in making a smooth transition to self-sufficiency and to prevent long-term dependency on social services.

**Federal Share of Project Costs:** Applicants may apply for up to \$200,000 per year, which equals a maximum of \$1,000,000 for a 5-year project period.

**Applicant Share of Project Cost:** Transitional Living grantees must provide a non-Federal share or match of *at least ten percent (10%)* of the Federal funds awarded. (There are certain exceptions for Tribes with "638" funding pursuant to P.L. 93-638, under which certain Federal grants funds may qualify as matching funds for other Federal grant programs, e.g., those which contribute to the purposes for which grants under section 638 were made.) The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a five-year project costing \$1,000,000 in Federal funds (based on an award of \$200,000 per 12-month budget period) must include a match of at least \$100,000 (\$20,000 per budget period).

**Duration of Project:** This announcement solicits applications for Transitional Living projects of up to five years (60-month project periods). Initial grant awards, made on a competitive basis, will be for one-year (12-month) budget periods. Applications for non competing continuation grants beyond the one-year budget periods, but within the 60-month project periods, will be entertained in subsequent years, subject to the availability of funds, satisfactory progress of the grantee and determination that continued funding would be in the best interest of the government.

## INSTRUCTIONS

The following are instructions and guidelines on how to prepare the "project summary/abstract" and "full project description" sections of the application. Under the evaluation criteria section, note that each criterion is preceded by the generic evaluation criterion requirement under the ACF Uniform Project Description (UPD). The UPD was approved by the Office of Management and Budget (OMB), Control Number 0970-0139, Expiration Date 12/31/2003. The generic UPD requirement is followed by the evaluation criterion specific to the Runaway and Homeless Youth Program.

**1. FORMS AND CERTIFICATIONS:** Fill out Standard Forms 424 and 424A and the associated certifications and assurances in Appendix E based on the instructions on the forms.

**2. PROJECT SUMMARY/ABSTRACT:** Provide a one page (or less) summary of the project description with reference to the funding request.

**3. FULL PROJECT DESCRIPTION:** Describe the project clearly in 40 pages or less (not counting budget narrative justification, supplemental documentation, letters of support or agreements) using the following outline and guidelines:

**Applicants are required to submit a full project description and must prepare the project description statement in accordance with the following instructions. The pages of the project description must be numbered and are limited to 40 typed pages starting on page 1 of "Objectives and Need for Assistance". The description must be double-spaced, printed on only one side, with at least 1/2 inch margins. Pages over the limit will be removed from the competition and will not be reviewed.**

**It is in the applicant's best interest to ensure that the project description is easy to read, logically developed in accordance with the evaluation criteria and adheres to page limitations. In addition, applicants should be mindful of the importance of preparing and submitting applications using language, terms, concepts and descriptions that are generally known both to the runaway and homeless youth and broader youth services field.**

**The maximum number of pages for supplemental documentation is 10 pages. The supplemental documentation, subject to the 10-page limit, must be numbered and might include brief resumes, position descriptions, proof of non-profit status (if applicable), news clippings, press releases, etc. Supplemental documentation over the 10-page limit will not be reviewed.**

**Applicants may include letters of support or agreement, if appropriate or applicable, in reference to the project description. Letters of support are not counted as part of the 40-page project description limit or the**

**10-page supplemental documentation limit. (Note: Applicable agreements are those between grantees and sub-grantees or sub-contractors or other cooperating entities which support or complement the provision of mandated services to runaway and homeless youth.)**

#### **4. EVALUATION CRITERIA**

The evaluation criteria in the following pages will be used to evaluate and score each application. As stated above in "Instructions," the evaluation criteria is preceded by the generic evaluation requirement under the ACF Uniform Project Description (UPD). The generic requirement is followed by the evaluation criteria specific to the Runaway and Homeless Youth Program. Each criterion should be addressed in the "Full Project Description" section of the application according to the guidelines in the following pages. Applicants should provide specific information that addresses all components of the criteria. The maximum numerical weights or points assigned to each set of RHY criteria total 100. Therefore, the highest possible score an application can received under this competitive grant program area is 100.

**(a.) UPD REQUIREMENT FOR OBJECTIVES AND NEED FOR ASSISTANCE:** Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

#### **EVALUATION CRITERIA FOR OBJECTIVES AND NEED FOR ASSISTANCE (15 points):**

1. Applicant must specify the goals and objectives of the project and how implementation will fulfill the purposes of the legislation identified above, ultimately a successful transition to self-sufficiency.
2. Applicant must discuss the issue of youth homelessness and the need for assistance in the community to be served, the present availability of services for homeless youth and provide documentation of the incidence of homeless youth. Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached as part of the supplementary documentation 10-page limit.
3. Applicant must describe the conditions of youth and families in the area to be served and the incidence and characteristics of runaway and homeless youth and their families. The discussion must include matters of family functioning and the health, education, employment and social conditions of the youth, including at-risk conditions or behaviors such as drug use, school failure and delinquency. Applicants are encouraged to describe plans and programs for serving youth who have aged out of the foster care system. Applicants must also describe plans and programs for serving pregnant and parenting homeless youth.
4. Applicants seeking to provide services for a specifically targeted segment of the homeless youth population (male, female, pregnant and parenting youth, etc.) must clearly describe the need for such a focus. Applicants must also describe how services will be provided for homeless youth not specifically targeted by the project.

**(b.) UPD REQUIREMENT FOR RESULTS OR BENEFITS EXPECTED:** Identify the results and benefits to be derived. For example, when applying for a grant to serve adolescents and their families, describe who will receive services, where and how these services will be provided, and how the services will benefit the youth, their families and the community.

### **EVALUATION CRITERIA FOR RESULTS OR BENEFITS EXPECTED (20 points):**

1. Applicant must describe how homeless youth will be reached and identify the number who will be served annually on both a residential and non-residential basis. Services shall be provided as an alternative to involving runaway and homeless youth in the law enforcement, child welfare, mental health, and juvenile justice systems.
2. Applicant must provide information on the expected results and benefits of the program in terms of the number and percentage of youth expected to successfully complete the program as well as potential problems or barriers to program implementation that might be possible reason(s) for failure. Applicant must also discuss the organization's policy on termination and re-entry of youth out of and into the program.
3. Applicant must discuss the expected impact of the project on the availability of services to homeless youth in the local community and indicate how the project will enhance the organization's capacity to provide services to address youth homelessness in the community.
4. Applicant must describe the anticipated changes in attitudes, values and behavior of the youth served and improvements in individual and family functioning that will occur as a consequence of the services provided.
5. Applicant must discuss the expected impact of the TLP on the organization's capacity to effectively provide other services to runaway and homeless youth in the community, such as temporary shelter and short term services, if the organization is funded by FYSB to provide these services as well.
6. Applicant must describe the criteria to be used to evaluate the results and success of the program.

**(c.) UPD REQUIREMENT FOR APPROACH:** Outline a plan of action which describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors which might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the U.S. Office of Management and Budget (OMB). This clearance pertains to any collection of information that is conducted or sponsored by ACF.

List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

### **EVALUATION CRITERIA FOR APPROACH (35 points):**

1. *Shelter:* Applicant must:
  - Assure that shelter is provided through one or a combination of the following:
    - a group home facility;
    - family host homes; or
    - supervised apartments.

- Indicate if the shelter will be provided directly or indirectly. When shelter will be provided indirectly, applicant must submit copies of formal written agreements with service providers regarding the terms under which shelter is provided. **(Attached summaries of agreements do not count as part of the 40 page project description limit or the 10-page supplementary documentation limit.)**
- Assure that the facilities to be funded under this grant are used for housing, whether a shelter, host family home program or supervised apartments, shall accommodate *at least 4 youth and no more than 20 youth* per given location at any given time; shall have a sufficient number of staff to ensure on-site supervision at each shelter option that is not a family; and is in compliance with State and local licensing requirements.
- Assure, if applicable, that the applicant meets the requirements of the RHY Act for the lease of surplus Federal facilities for use as transitional living housing facilities. Each surplus Federal facility used for this purpose must be made available for a period not less than two years, and no rent or fee shall be charged to the applicant in connection with use of such a facility. Any structural modifications or additions to surplus Federal facilities become the property of the government of the United States. All such modifications or additions may be made only after receiving prior written consent from the appropriate Department of Health and Human Services official.

2. *Services:* Applicant must include a description of the *core services* to be provided. The description must include the purpose and concept of the service, its role in both the overall program design and the individual client TLP plan. The services to be provided must include, but are not necessarily limited to, the following:

- Intake, assessment, eligibility determination, and periodic review.
- Basic life skills information, counseling, and training including budgeting, money management, use of credit, housekeeping, menu planning and food preparation, consumer education, leisure-time activities, transportation, and obtaining vital documents (Social Security card, birth certificate).
- Interpersonal skill building, such as developing positive relationships with peers and adults, effective communication, decision making, and stress management.
- Educational advancement, such as GED preparation and attainment, post-secondary training (college, technical school, military, etc.), and vocational education.
- Job preparation and attainment, such as career counseling, job preparation training, dress and grooming, job placement and job maintenance.
- Mental health care, such as counseling (individual and group), drug abuse education, prevention and referral services, and mental health counseling.

To provide drug abuse education and prevention services, an applicant shall provide a description of:

- the types of such services that the applicant proposes to provide;
  - the objectives of such services; and
  - the types of information and training to be provided to individuals providing such services to runaway and homeless youth; and
  - an assurance that in providing such services the applicant shall conduct outreach activities for runaway and homeless youth.
- Physical health care, such as routine physicals, health assessments, family planning and parenting skills, and emergency medical treatment.

- The substantive participation of youth in the assessment and implementation of their needs, including the development and implementation of the individual transitional living plan and in decisions about the services to be received.
- Adequate plans for proper referrals to social services, law enforcement, educational, vocational, training, welfare, legal services, health and mental health care, and the coordination and integration of such services.
- Programmatic efforts planned and/or implemented to encourage awareness of and sensitivity to the particular needs of homeless youth who are members of ethnic, racial and sexual minority groups and/or who are street youth.

3. *Administration:* Applicant must:

- Describe the procedures to be employed in the development, implementation and monitoring of an individualized, written transitional living plan for each program participant which addresses the provision of services, and is appropriate to the individual developmental needs of the client.
- Assure that the participant will substantively participate in the assessment of his or her needs and in decisions about the services to be received.
- Assure that outreach programs are established and designed to attract individuals who are eligible to participate in the project.
- Provide an assurance that housing and services will be available to a participant for a continuous period not to exceed 540 days (18 months).
- Describe the methods to be employed in collecting statistical records and evaluative data and for submitting annual reports on such information to the Department of Health and Human Services.
- Describe how the applicant will ensure the confidentiality of participant's records.
- Describe how the activities implemented under this project will be continued by the agency once Federal funding for the project has ended, with specific plans for accomplishing program phase-out for the last two quarters of program project period in the event that the applicant would not receive a new award.
- Agree to keep adequate statistical records profiling the youth and families served under the federal grant and to gather and submit program and client data required by FYSB. Such data includes (i) the number and characteristics of runaway and homeless youth, and youth at risk of family separation, who participate in the project and (ii) the services provided to such youth by the project. This information must be submitted through the Runaway and Homeless Youth Management Information System (RHYMIS) or in an approved format which RHYMIS can receive.
- If applicant is a current FYSB grantee, describe the data currently collected and submitted under the RHYMIS system. Current recipients of a FYSB grant who are not fully and timely submitting the required data are at risk of not being considered for a new grant award.
- Agree to cooperate with any research or evaluation efforts sponsored by the Administration for Children and Families.
- Applicant must describe procedures for maintaining confidentiality of records on the youth and families served. Procedures must insure that no information on the youth and families is disclosed without the consent of the individual youth, parent or legal guardian. Disclosures without consent can be made to

another agency compiling statistical records if individual identities are not provided or to a government agency involved in the disposition of criminal charges against an individual youth.

Applicant must agree to submit data for the required Annual Runaway and Homeless Youth Report to the Secretary of HHS. The Report covers program activities and accomplishments, with statistical summaries describing the number and characteristics of runaway and homeless youth, and youth at risk of family separation, who participate in the project, and the services provided to such youth by the project. Applicant must also agree to submit other required program and financial reports, as instructed by FYSB.

**(d.) UPD REQUIREMENT FOR STAFF AND POSITION DATA:** Provide a biographical sketch for each key person appointed and a job description for each vacant key position. A biographical sketch will also be required for new key staff as appointed.

**EVALUATION CRITERIA FOR STAFF AND POSITION DATA (10 points):**

1. Applicant must discuss staff experience in working with runaway, homeless, and street youth populations.
2. Applicant must include information on skills, knowledge and experience of the project director and key project staff. Brief biographical sketches or resumes of current and proposed staff, as well as job descriptions, should be included. Resumes must indicate what position the individual will fill and position descriptions must specifically describe the job as it relates to the proposed project.
3. Applicants must also list organizations and consultants who will work on the program along with a short description of the nature of their effort or contribution.
4. Applicant must provide information on plans for training project staff as well as staff of cooperating organizations and individuals.

**(e.) UPD REQUIREMENT FOR ORGANIZATIONAL PROFILE:** Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information.

Any nonprofit organization submitting an application must submit proof of its nonprofit status in its application at the time of submission. The nonprofit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501(c)(3) of the IRS code, or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

**EVALUATION CRITERIA FOR ORGANIZATIONAL PROFILE (10 points):**

1. Applicant must discuss organizational experience in working with runaway, homeless and street youth populations. As required by the RHY Act, priority for funding shall be given to organizations with demonstrated experience providing long term residential services to runaway, homeless and street youth. Applicant must document the services it provides to this specific population and the length of time the applicant has been involved in the provision of these services.
2. Applicant must describe how the project has established or will establish *formal service linkages* with other social service, law enforcement, educational, housing, vocational, welfare, legal service, drug treatment, health and mental health care agencies in order to ensure appropriate referrals for the project participants where and when needed.

3. Applicant must provide a short description of the applicant agency's organization; the types, quantities and costs of services it provides and must identify and discuss the role of other organizations or multiple sites of the agency that will be involved in direct services to runaway and homeless youth through this grant. List all these sites, including addresses, phone numbers and staff contact names if different than those on the SF 424. If the agency is a recipient of funds from the Administration on Children and Families for services to runaway and homeless youth for programs other than that applied for in this application, show how the services supported by these funds are or will be *integrated* with the existing services. Organizational charts may be provided.
4. Applicant must provide an annotated listing of its funding sources and contractual agreements and other relationships which support or complement the provision of mandated services to runaway, homeless and street youth.

**(f.) UPD REQUIREMENT FOR BUDGET AND BUDGET JUSTIFICATION:** Provide line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

#### General

The following guidelines are for preparing the budget and budget justification. Both Federal and non-Federal resources shall be detailed and justified in the budget and narrative justification. For purposes of preparing the budget and budget justification, "Federal resources" refers only to the ACF grant for which you are applying. Non-Federal resources are all other Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s), and last column, total budget. The budget justification should be a narrative.

#### Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known. For each staff person, provide the title, time commitment to the project (in months), time commitment to the project (as a percentage or full-time equivalent), annual salary, grant salary, wage rates, etc. Do not include the costs of consultants or personnel costs of delegate agencies or of specific project(s) or businesses to be financed by the applicant.

#### Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

#### Travel

Description: Costs of project-related travel by employees of the applicant organization (does not include costs of consultant travel).

Justification: For each trip, show the total number of traveler(s), travel destination, duration of trip, per diem, mileage allowances, if privately owned vehicles will be used, and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

### Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

### Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested.

### Contractual

Description: Costs of all contracts for services and goods except for those which belong under other categories such as equipment, supplies, construction, etc. Third-party evaluation contracts (if applicable) and contracts with secondary recipient organizations, including delegate agencies and specific project(s) or businesses to be financed by the applicant, should be included under this category.

Justification: All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceed the simplified acquisition threshold fixed at 41 USC 403(11) (currently set at \$100,000). Recipients might be required to make available to ACF pre-award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

### Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, it should immediately upon notification that an award will be made, develop a tentative indirect cost rate proposal based on its most recently completed fiscal year in accordance with the principles set forth in the cognizant agency's guidelines

for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the grant. Also, if the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

#### Program Income

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application which contain this information.

#### Non-Federal Resources

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application in order to be given credit in the review process. A detailed budget must be prepared for each funding source.

#### Total Direct Charges, Total Indirect Charges, Total Project Costs

Self-explanatory.

### **EVALUATION CRITERIA FOR BUDGET AND BUDGET JUSTIFICATION (10 Points)**

1. Applicant must show that costs of the proposed program are reasonable and justified in terms of numbers of youth and families to be served, types and quantities of services to be provided and the anticipated results and benefits. Discussion should refer to (1) the budget information presented on Standard Forms 424 and 424A and the applicant's budget justification and (2) the results or benefits identified under Criterion 2 above.
2. Applicant must describe the fiscal control and accounting procedures that will be used to ensure prudent use, proper disbursement and accurate accounting of funds received under this program announcement.
3. While computer software and training for program data collection through the RHYMIS will be provided by FYSB to grantees, applicant should include a request for funds in its budget (within the maximum Federal funds allowed) for any computer equipment needed for implementation of the RHYMIS. The estimated cost of such equipment is less than \$2000, and information regarding the kind of equipment needed will be provided to successful applicants. If applicant already has such equipment, this may be noted.
4. Applicant must describe how cost-effective use of TLP funds will be ensured by taking maximum advantage of existing resources within the State which would help in the operation or coordination of a TLP, including those resources which are supported by Federal Independent Living Initiatives funds. Also, applicant must describe efforts to be undertaken over the length of the project which may increase non-Federal resources available to support the TLP.

### **C. TRAINING AND TECHNICAL ASSISTANCE COOPERATIVE AGREEMENTS (Competitive Grant Area C, CFDA #93.623): Instructions, Project Description and Evaluation Criteria**

**Program Purpose, Goals and Objectives:** The Family Youth Services Bureau supports a national T&TA effort designed to enhance and promote the continuous quality improvement of the services available to runaway, homeless and street youth and their families. FYSB expects to award approximately \$2 million to fund up to *ten* cooperative agreements to enhance the programmatic and administrative capacities of public and private agencies to

provide services to the targeted populations. Applications to provide such assistance may cover one or more of the ten ACF Federal Regions and may include subcontracts to cover specific regional or multi-State areas. Applications must provide assurance that staff will be accessible to the Central and Regional offices. Applicants covering a region should coordinate with other RHY providers in the region. Applicants must show how they intend to provide service to all customers in their service area regardless of geographic location.

### **Core Elements**

The successful applicants are expected to provide the following services and activities as core elements:

*1. Immediate Training and Technical Assistance:* Provide intensive, skill-based training and technical assistance to newly funded and inexperienced RHY grantees, when requested by the grantee and/or the Runaway and Homeless Youth Regional Contact as a direct outcome of on-site monitoring and/or analysis of Management Information System data.

Provide training and technical assistance to Transitional Living Program grantees on the programmatic modifications required to address the unique needs of pregnant and parenting youth and the various sources of funding available for residential services to this population.

*2. Consultation:* Provide program specific technical assistance through consultation. Consultation may be on-site, via telephone or any combination of strategies, which address and/or correct programmatic and administrative concerns. Technical assistance designed and/or provided to grantees for this purpose must be accessible and individualized, must provide concrete information and skill building and must include follow-up efforts. The TA delivered will be based upon the specific needs of the grantee(s) requesting the assistance. However, the TA must conform to the intent of the law.

*3. Staff Training:* Provide staff training focused on quality skill development that: (a) provides opportunities for hands-on participation, direct observation, practices and expert feedback; (b) analyzes, integrates and transmits knowledge obtained from research findings, curricula, and models of greatest interest to grantees; and (c) recognizes new and emerging youth issues and provides intensive skills training in these areas.

*4. Reports Utilization:* Use monitoring reports, Management Information System data and corrective action reports for the purpose of providing technical assistance to address the grantees program specific needs. Delivery of T/A will be made in consultation with the Central and Regional Offices and approved by the Federal Project Officer.

*5. Information Sharing:* Provide a mechanism such as, but not limited to a newsletter, listserve and/or electronic bulletin board for sharing information for the purpose of improving and increasing resources and information available to RHY grantees and, for sharing new and emerging information concerning service provision issues and best practices obtained through interaction with grantees and other youth serving agencies through workshops, conferences and other activities associated with the provision of T&TA.

### **Cooperative Agreement Provisions**

The award of these cooperative agreements (see definition section) will include a delineation of the responsibilities of the successful applicants and the Administration on Children, Youth and Families. The responsibilities contained in each cooperative agreement may be geared toward the unique needs of the RHY programs in the geographic area(s) to be served with a description of the uniqueness of the program, as well as incorporating the core elements, described above, consistent to all RHY programs regardless of geographic area.

### *Federal Officials Minimum Responsibilities*

1. Promote cooperative relationships among training and technical assistance providers, the National Clearinghouse on Families and Youth, and other FYSB support contractors for the exchange of information regarding identified technical assistance and training needs, emerging youth issues, research findings, curricula and model programs.
2. Provide consultation in the development of workplans; review and approval of workplans; coordination and sharing of monitoring data, as appropriate; identification of technical assistance needs; and sponsorship of a national meeting of T&TA providers.
3. Evaluate the effectiveness of the services and activities provided by the T&TA providers to runaway and homeless youth grantees no later than the fourth year of the grants' project periods or year four.

### *Applicant Minimum Responsibilities*

1. Provide the services and activities listed as core elements above under "Program, Purpose, Goals and Objectives" to runaway and homeless youth grantees.
2. Establishment of an advisory board with representation at a minimum from the regional office or HUB, a representative sample of each type of FYSB program in the regional area, the Executive Director of the organization funded under this competitive grant, the Project Director(s) of the State Collaboration Grantees (where applicable) and other State and local youth service providers.
3. Development and implementation of a work-plan (including TA capacity inventory forms, procedures, evaluation strategies/forms, site-visit plans, schedules, etc.), provision of training and technical assistance to grantees, and coordination with other grantee support efforts and T&TA providers.

**Background:** Since 1975, many State and local agencies and community-based programs have been established and/or strengthened to provide needed short and long-term services to runaway, homeless and street youth. These agencies are both public and private, profit making and nonprofit. Some focus on a single concern, such as crisis intervention or substance abuse prevention, while others are comprehensive or all-purpose agencies, with specific components that deal with the physical health, mental health, family reunification and functioning, employment, education and transitional living needs of these young people.

Notwithstanding the significant numbers of effective agencies and competent professional staff dedicated to assisting runaway, homeless and street youth across the country, services in some geographic areas are inadequate or non-existent. In other cases, existing programs lack staff resources with the full range of skills required to carry out the ever changing responsibilities with which the individual programs are charged. Also, many of the developed and tested curricula and models are little known or understood, even among programs and staff where they could be of the greatest use. Further, *as a positive youth development approach* has gradually emerged that focuses on a young person's competence, connection to community, altruism, control, autonomy and identity as an alternative to adolescent health and behavioral risks; there is a need to partner with states, local, government, foundations, and community based organizations to establish and support effective long range youth development strategies, funding and policy information. In addition, as new issues emerge, even experienced staff and agency leadership need to enhance their existing skills and develop new ones.

To address these issues, Section 342 of the Runaway and Homeless Youth Act, administered by the Youth and Family Services Bureau, authorizes support to nonprofit organizations for the purpose of providing training and technical assistance (T&TA) to runaway, homeless and street youth service providers.

To effectively provide such assistance, extensive interaction with grantees, integration and sharing of knowledge, coordination with other components supporting the runaway and homeless service system such as RHYMIS and program monitoring, and a cooperative relationship among training and technical assistance providers is needed.

FYSB is supporting a national T&TA effort designed to support the continuous improvement of all RHY grantees as they work to deliver high quality and effective services to youth, young adults and their families. Our T&TA system reflects a national commitment to quality improvement and capacity-building at the local and Regional Hub level.

**Eligible Applicants:** Nonprofit organizations and combinations of such organizations with demonstrated capacity to provide services to runaway and homeless youth service providers on a Statewide or regional basis. Colleges and universities and faith-based organizations are eligible to apply for the T&TA grants.

**Funding:** The anticipated Federal funding for the first 12-month budget period will range from \$150,000-\$250,000 per grant, contingent on the identified service area.

**Federal Share of Project Costs:** Applicants may apply for up to \$250,000 per year, which equals a maximum of \$1,250,000 for a 5-year project period.

**Applicant Share of Project Costs:** Training and Technical Assistance grantees must provide a non-Federal share or match of at least *ten percent (10%)* of the Federal funds awarded. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a five-year project costing \$1,250,000 in Federal funds (based on an award of \$250,000 per 12-month budget period) must include a match of at least \$125,000 (\$25,000 per budget period).

**Duration of Project:** This announcement solicits applications for Training and Technical Assistance grants up to five years (60 month project periods). Grant awards, made on a competitive basis, will be for a one year (12-month) budget period. Applications for continuation grants beyond the one-year budget period, but within the 60 month project period, will be considered in subsequent years on a non-competitive basis, subject to the availability of funds, satisfactory progress of the grantee and determination that continued funding would be in the best interest of the government.

## INSTRUCTIONS

The following are instructions and guidelines on how to prepare the "project summary/abstract" and "full project description" sections of the application. Under the evaluation criteria section, note that each criterion is preceded by the generic evaluation criterion requirement under the ACF Uniform Project Description (UPD). The UPD was approved by the Office of Management and Budget (OMB), Control Number 0970-0139, Expiration Date 12/31/2003. The generic UPD requirement is followed by the evaluation criterion specific to the Runaway and Homeless Youth Program.

**1. FORMS AND CERTIFICATIONS:** Fill out Standard Forms 424 and 424A and the associated certifications and assurances in Appendix E based on the instructions on the forms.

**2. PROJECT SUMMARY/ABSTRACT:** Provide a one page (or less) summary of the project description with reference to the funding request.

**3. FULL PROJECT DESCRIPTION:** Describe the project clearly in 40 pages or less (not counting budget narrative justification, supplemental documentation, letters of support or agreements) using the following outline and guidelines:

**Applicants are required to submit a full project description and must prepare the project description statement in accordance with the following instructions. The pages of the project description must be numbered and are limited to 40 typed pages starting on page 1 of "Objectives and Need for Assistance". The description must be double-spaced, printed on only one side, with at least 1/2 inch margins. Pages over the limit will be removed from the competition and will not be reviewed.**

**It is in the applicant's best interest to ensure that the project description is easy to read, logically developed in accordance with the evaluation criteria and adheres to page limitations. In addition, applicants should be mindful of the importance of preparing and submitting applications using language, terms, concepts and descriptions that are generally known both to the runaway and homeless youth and broader youth services field.**

**The maximum number of pages for supplemental documentation is 10 pages. The supplemental documentation, subject to the 10-page limit, must be numbered and might include brief resumes, position descriptions, proof of non-profit status (if applicable), news clippings, press releases, etc. Supplemental documentation over the 10-page limit will not be reviewed.**

**Applicants may include letters of support or agreement, if appropriate or applicable, in reference to the project description. Letters of support are not counted as part of the 40-page project description limit or the 10-page supplemental documentation limit. (Note: Applicable agreements are those between grantees and sub-grantees or sub-contractors or other cooperating entities which support or complement the provision of mandated services to runaway and homeless youth.)**

#### **4. EVALUATION CRITERIA**

The evaluation criteria in the following pages will be used to evaluate and score each application. As stated above in "Instructions," the evaluation criteria is preceded by the generic evaluation requirement under the ACF Uniform Project Description (UPD). The generic requirement is followed by the evaluation criteria specific to the Runaway and Homeless Youth Program. Each criterion should be addressed in the "Full Project Description" section of the application according to the guidelines in the following pages. Applicants should provide specific information that addresses all components of the criteria. The maximum numerical weights or points assigned to each set of RHY criteria total 100. Therefore, the highest possible score an application can received under this competitive grant program area is 100.

**(a.) UPD REQUIREMENT FOR OBJECTIVES AND NEED FOR ASSISTANCE:** Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

#### **EVALUATION CRITERIA FOR OBJECTIVES AND NEED FOR ASSISTANCE (15 points):**

1. Identify the exact geographic area(s) to be served in terms of its distinctive features, including the States' topography, economic condition etc.
2. Discuss youth well-being and homelessness in the geographic area(s) to be served. Provide recent documentation of the incidence of homeless youth and other youth in crisis..
3. Demonstrate an understanding of the incidence and conditions of runaway and homeless youth in the geographic area(s) to be served; and current issues, special problems and needs associated with runaway and homeless youth such as substance abuse, sexual abuse, learning disabilities, lack of independent living skills and risky behavior.
4. Discuss services in the geographic area(s) for runaway and homeless youth (Basic Centers, Transitional Living Programs, Street Outreach Programs and related demonstration service grants).

5. Indicate an understanding of the capacities and management systems necessary to establish and operate runaway and homeless youth agencies. Discuss the knowledge, skills, abilities and experience required by individual youth service professionals at both the administrative and direct service levels.

6. Discuss and justify the need for short-term training and technical assistance in the geographic area to be served.

7. Discuss barriers to services in the geographic area and greatest training and technical assistance needs of runaway and homeless youth service providers. Evidence consideration of the distinctive features identified in #1 above.

8. Demonstrate an understanding of relevant research and youth development findings and products, and knowledge of available curricula, models and experts.

**(b.) UPD REQUIREMENT FOR RESULTS OR BENEFITS EXPECTED:** Identify the results and benefits to be derived. For example, when applying for a grant to serve adolescents and their families, describe who will receive services, where and how these services will be provided, and how the services will benefit the youth, their families and the community.

**EVALUATION CRITERIA FOR RESULTS OR BENEFITS EXPECTED (20 points):**

1. Discuss the goals and objectives of the proposed training and technical assistance effort and how it builds and/or improves upon past efforts in terms of learning goals and objectives for individuals trained and technical assistance provided to agencies.

2. Project the number of agencies and individuals that would receive training and technical assistance services.

3. Describe how the training and technical assistance effort will increase the programmatic and administrative capacities of RHY grantees to deliver effective and quality services to runaway and homeless youth.

4. Describe in *measurable terms* how specific agency competencies will be enhanced by the training and technical assistance provided. Provide examples such as: 1) number of staff to be certified in short-term family mediation counseling; 2) number of staff to be trained in FYSB youth development approach; 3) number of staff to be trained in assessment based case management; and 4) number of additional trainings to be provided by the receiving grantee after being trained by the T/TA provider., etc.

5. Describe how training and technical assistance to be provided will build on current program strengths and promote continuous program improvement.

**(c.) UPD REQUIREMENT FOR APPROACH:** Outline a plan of action which describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors which might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the U.S. Office of Management and Budget (OMB). This clearance pertains to any collection of information that is conducted or sponsored by ACF.

List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

**EVALUATION CRITERIA FOR APPROACH (35 points):**

1. Describe the approach, philosophy, strategies, methodologies and models that would be used to assess and address the unique training and technical assistance needs of runaway and homeless youth service providers in the geographic area(s) to be served. Describe the proposed effort and activities in detail.
2. Describe the perceived types of interaction with grantees to support an inventory of training needs, development of training plan and design of training and technical assistance strategies.
3. Discuss the approach that will be used to provide quality staff training which focuses on skill development that provides opportunities for hands-on participation, direct observation, practice and expert feedback; which analyzes, integrates and transmits knowledge obtained from research findings, curricula, and models of greatest interest to grantees; and recognizes new and emerging youth issues and provides intensive skills training in these areas.
4. Describe the approach that will be used for the collaborative exchange of monitoring and MIS information for runaway and homeless youth programs for the purpose of planning training and technical assistance for the geographic area to be served. Include a discussion of training and technical assistance that is a follow-up to monitoring and responsive to the needs of individual grantees.
5. Describe the approach that would be used to promote the transmittal of knowledge and skills from highly skilled youth service providers to less experienced staff.
6. Describe the approach for establishing a cooperative relationship with other training and technical assistance providers, Federal offices, state officials, Foundations, national contractors and city governments.
7. Provide a detailed description of the efforts that will be carried out by the applicant directly and those efforts to be carried out in conjunction with other agencies or consultants. Discuss how these efforts will enhance training and technical assistance provision.
8. Describe the methodology that will be used to evaluate the effectiveness of the training and technical assistance provided to runaway and homeless youth service providers in the geographic area(s).
9. Discuss the approach that would be used and sample events and activities to be sponsored or co-sponsored to encourage cultural competency of runaway and homeless youth service providers in areas such as outreach, program design, staffing and board development. Include proposed time frames for accomplishing major milestones, levels of effort, letters of commitment and support.
10. Describe the approach that will be used in the provision of training and technical assistance to Transitional Living Program grantees serving pregnant and parenting teens. The applicant must discuss the programmatic modifications required to address the unique needs of pregnant and parenting youth and the various sources of funding available for residential services to this population.

**(d.) UPD REQUIREMENT FOR STAFF AND POSITION DATA:** Provide a biographical sketch for each key person appointed and a job description for each vacant key position. A biographical sketch will also be required for new key staff as appointed.

**EVALUATION CRITERIA FOR STAFF AND POSITION DATA (10 points):**

1. Clearly define roles and provide job descriptions of key project positions.

2. Provide resumes of current and proposed staff. Include skills, experience, and qualifications working with runaway and homeless youth, and developing and designing training and technical assistance for youth service providers, incorporating the youth development approach.
3. Describe how additional resources necessary to carry out this project would be obtained and integrated into the work of the project.
4. Describe how the organization plans to ensure that consultants/subcontractors and other staff are culturally diverse and representative of the same ethnic backgrounds of the youth being served.

**(e.) UPD REQUIREMENT FOR ORGANIZATIONAL PROFILE:** Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information.

Any nonprofit organization submitting an application must submit proof of its nonprofit status in its application at the time of submission. The nonprofit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501(c)(3) of the IRS code, or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

#### **EVALUATION CRITERIA FOR ORGANIZATIONAL PROFILE (10 points):**

1. Describe the organizational history, structure, and experience providing training and technical assistance. Discuss operating principles with respect to the development and implementation of training and technical assistance.
2. Describe facilities, equipment, and other resources that would be available to the project.
3. Describe the administrative and organizational structure and linkages established with other relevant organizations (e.g. subcontractors, other projects). Provide charts summarizing these structures and linkages and written agreements defining them (include in appendices).
4. Applicant must provide an annotated listing of its funding sources and contractual agreements and other relationships which support or complement the provision of mandated services to runaway, homeless and street youth.

**(f.) UPD REQUIREMENT FOR BUDGET AND BUDGET JUSTIFICATION:** Provide line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

#### General

The following guidelines are for preparing the budget and budget justification. Both Federal and non-Federal resources shall be detailed and justified in the budget and narrative justification. For purposes of preparing the budget and budget justification, "Federal resources" refers only to the ACF grant for which you are applying. Non-Federal resources are all other Federal and non-Federal resources. It is suggested that budget amounts and

computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s), and last column, total budget. The budget justification should be a narrative.

#### Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known. For each staff person, provide the title, time commitment to the project (in months), time commitment to the project (as a percentage or full-time equivalent), annual salary, grant salary, wage rates, etc. Do not include the costs of consultants or personnel costs of delegate agencies or of specific project(s) or businesses to be financed by the applicant.

#### Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

#### Travel

Description: Costs of project-related travel by employees of the applicant organization (does not include costs of consultant travel).

Justification: For each trip, show the total number of traveler(s), travel destination, duration of trip, per diem, mileage allowances, if privately owned vehicles will be used, and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

#### Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

#### Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested.

### Contractual

Description: Costs of all contracts for services and goods except for those which belong under other categories such as equipment, supplies, construction, etc. Third-party evaluation contracts (if applicable) and contracts with secondary recipient organizations, including delegate agencies and specific project(s) or businesses to be financed by the applicant, should be included under this category.

Justification: All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceed the simplified acquisition threshold fixed at 41 USC 403(11) (currently set at \$100,000). Recipients might be required to make available to ACF pre-award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

### Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, it should immediately upon notification that an award will be made, develop a tentative indirect cost rate proposal based on its most recently completed fiscal year in accordance with the principles set forth in the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the grant. Also, if the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

### Program Income

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application which contain this information.

### Non-Federal Resources

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application in order to be given credit in the review process. A detailed budget must be prepared for each funding source.

### Total Direct Charges, Total Indirect Charges, Total Project Costs

Self-explanatory.

## **EVALUATION CRITERIA FOR BUDGET AND BUDGET JUSTIFICATION (10 Points)**

1. Discuss and justify the cost of the proposed project in terms of types and quantities of services to be provided.
2. Describe the fiscal control and accounting procedures that will be used to ensure the prudent use, proper disbursement, and accurate accounting of funds received.
3. Provide cost for one key person from the project to attend an annual 2-3 day FYSB sponsored meeting in Washington, D.C.

## **PART III. APPLICATION PROCESS**

### **A. General Information**

Applicants can direct questions about program requirements or application forms to the Administration on Children, Youth and Families, Family and Youth Services Bureau, Program Announcement, 1815 North Fort Myer Drive, Suite 300, Arlington, VA 22209; Telephone: 1-800-351-2293; electronic mail: FYSB@lcgnet.com. Further general information may be obtained from the Training and Technical Assistance Providers listed in Part V, Appendix C.

### **B. Application Requirements**

To be considered for a grant, each application must be submitted on the forms provided in this announcement (Part V, Appendix E) and in accordance with the guidance provided below. The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by terms and conditions of the grant award. If more than one agency is involved in submitting a single application, one entity must be identified as the applicant organization which will have legal responsibility for the grant.

### **C. Paperwork Reduction Act of 1995 (Public Law 104-13)**

Public reporting burden for this collection of information is estimated to average 20 hours per overall response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

The Uniform Project Description is approved under OMB control number 0970-0139, which expires 12/31/2003.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

### **D. Notification Under Executive Order 12372**

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs", and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities". The Order was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs and designate an entity to perform this function. The official list of those entities can be found at <http://www.whitehouse.gov/omb/grants/spoc.html> or by calling the ACYF Operations Center at 1-800-351-2293.

Applicants must submit any required material to the SPOCs as early as possible so that the program office can obtain and review SPOC comments as part of the award process. The applicant must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline date to comment on proposed new awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCS are requested to clearly differentiate between mere advisory comments and those official State process recommendations which they intend to trigger the "accommodate or explain" rule. When comments are

submitted directly to ACYF, they must be addressed to: Department of Health and Human Services, Administration on Children, Youth and Families, Family and Youth Services Bureau, Room 2038, 330 C Street SW, Washington, D.C. 20447

#### **E. Availability of Forms and Other Materials**

A copy of the forms that must be submitted as part of each application for Runaway and Homeless Youth program grants and instructions for completing the application are provided in Part V, Appendix E. Legislation referenced in Part I, section B of this announcement may be found at

<http://www.acf.dhhs.gov/programs/fysb/grant.htm> (click on the link to "Missing, Exploited, and Runaway Children Protection Act"). Additional copies of this announcement may be obtained by calling 1-800-351-2293. Many standard forms can also be downloaded and printed from the following ACF webpage: <http://www.acf.dhhs.gov/programs/ofs/grants/form.htm>

#### **F. Application Review and Grant Award Process**

All applications which are complete and conform to the requirements of this program announcement will be subject to a competitive review and evaluation against the specific competitive grant program criteria outlined in Part II of this announcement. This review will be conducted in Washington, D.C., by panels of non-Federal experts knowledgeable in the areas of runaway and homeless youth, youth development and human services. The overall panel review process is managed by Federal staff.

Application review panels will assign a score to each application, identifying its strengths and weaknesses. Central and Regional Office staff will conduct administrative reviews of those applications within funding range. After all reviews have been completed, FYSB staff will recommend the application for funding to the Commissioner, ACYF. The Commissioner will make the final selection of the applications to be funded.

The successful applicant will be notified through the issuance of a Financial Assistance Award which will set forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided and the total project period for which support is contemplated.

Organizations whose applications will not be funded will be notified in writing by the Administration on Children, Youth and Families.

### **PART III. APPLICATION PROCESS**

#### **A. Assistance to Prospective Grantees**

Applicants can direct questions about program requirements or application forms to the Administration on Children, Youth and Families, Family and Youth Services Bureau, Program Announcement, 1815 North Fort Myer Drive, Suite 300, Arlington, VA 22209; Telephone: 1-800-351-2293; electronic mail: [FYSB@lcgnet.com](mailto:FYSB@lcgnet.com) Further general information may be obtained from the Training and Technical Assistance Providers listed in Part V, Appendix C.

#### **B. Application Requirements**

To be considered for a grant, each application must be submitted on the forms provided in this announcement

(Part V, Appendix E) and in accordance with the guidance provided below. The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by terms and conditions of the grant award. If more than one agency is involved in submitting a single application, one entity must be identified as the applicant organization which will have legal responsibility for the grant.

### **C. Paperwork Reduction Act of 1995 (Public Law 104-13)**

Public reporting burden for this collection of information is estimated to average 20 hours per overall response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

The Uniform Project Description is approved under OMB control number 0970-0139, which expires 12/31/2003.

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This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs", and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities". The Order was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs and designate an entity to perform this function. The official list of those entities can be found at <http://www.whitehouse.gov/omb/grants/spoc.html> or by calling the ACYF Operations Center at 1-800-351-2293.

Applicants must submit any required material to the SPOCs as early as possible so that the program office can obtain and review SPOC comments as part of the award process. The applicant must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline date to comment on proposed new awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations which they intend to trigger the "accommodate or explain" rule. When comments are submitted directly to ACYF, they must be addressed to: Department of Health and Human Services, Administration on Children, Youth and Families, Family and Youth Services Bureau, Room 2038, 330 C Street SW, Washington, D.C. 20447, Attention: Grants Officer.

### **E. Availability of Forms and Other Materials**

A copy of the forms that must be submitted as part of each application for Runaway and Homeless Youth program grants and instructions for completing the application are provided in Part V, Appendix E. Legislation referenced in Part I, section B of this announcement may be found at <http://www.acf.dhhs.gov/programs/fysb/missing.pdf> in major public libraries, and the appendices at the end of this announcement contain other relevant information regarding RHY programs. Additional copies of this announcement may be obtained by calling 1-800-351-2293. Many standard forms can also be downloaded and printed from the following ACF webpage: <http://www.acf.dhhs.gov/programs/ofs/grants/form.htm>

### **F. Application Consideration**

All applications which are complete and conform to the requirements of this program announcement will be subject to a competitive review and evaluation against the specific competitive grant program criteria outlined in Part II of

this announcement. This review will be conducted in Washington, D.C., by panels of non-Federal experts knowledgeable in the areas of youth development and human services.

Application review panels will assign a score to each application, identifying its strengths and weaknesses. Central Office staff will conduct administrative reviews of the applications and the results of the competitive review panel and will recommend the application for funding to the Commissioner, ACYF. The Commissioner will make the final selection of the applications to be funded.

The successful applicant will be notified through the issuance of a Financial Assistance Award which will set forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided and the total project period for which support is contemplated.

Organizations whose applications will not be funded will be notified in writing by the Administration on Children, Youth and Families.

#### **PART IV. APPLICATION CHECKLIST AND SUBMISSION INSTRUCTIONS**

Each application must contain the following items in the order listed:

**1. Application for Federal Assistance (Standard Form 424, REV 7-97):** Follow the instructions in Part V, Appendix E. In Item 8 of Form 424, check "New." In Item 10 of the 424, clearly identify the Catalog of Federal Domestic Assistance (CFDA) Program title and number for the program for which funds are being requested:

<b>Program Title</b>	<b>CFDA Program Number</b>
Basic Center Program	93.623
Transitional Living Program	93.550
Training and Technical Assistance Cooperative Agreements	93.623

**2. Budget Information Form (Standard Form 424A, REV 7-97) and Budget Justification:** To complete the SF 424A, follow the instructions in Part V, Appendix E. The budget justification includes a detailed budget and a narrative justification. Refer to the "Budget and Budget Justification" evaluation criterion in Part II for more guidance. The budget justification should be typed on standard size plain white paper. The detailed budget must include breakdowns for major budget categories. In the budget narrative, describe and justify all costs. List amounts and sources of all funds, both Federal and non-Federal, to be used for this project. Federal funds provided to States and services or other resources purchased with Federal funds may not be used to match project grants. (There are certain exceptions for Tribes with "638" funding pursuant to Public Law 93-638, under which certain Federal grants may qualify as matching funds for other Federal grant programs, e.g., those which contribute to the purposes for which grants under section 638 were made.) Applicants which do not provide the required percentage of non-Federal share will not be funded.

**3. Assurances/Certifications:** Applicants requesting financial assistance for non-construction projects must file the Standard Form 424B, "Assurances: Non-Construction Programs." Applicants must sign and return the Standard Form 424B with their applications.

Applicants must provide a certification regarding lobbying when applying for an award in excess of \$100,000. Applicants must sign and return the certification with their applications.

Applicants must disclose lobbying activities on the Standard Form LLL when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form to report lobbying. Applicants must sign and return the disclosure form, if applicable, with their applications.

Applicants must make the appropriate certification of their compliance with the Drug-Free Workplace Act of 1988. By signing and submitting the applications, the applicant is providing the certification and need not mail back the certification with the applications.

Applicants must make the appropriate certification that they are not presently debarred, suspended or otherwise ineligible for an award. By signing and submitting the application, the applicant is providing the certification need not mail back the certification with the applications.

**4. Project Summary/Abstract (one page maximum):** Clearly mark this page with the applicant name as shown on item 5 of the SF 424 and the service area as shown in item 12 of the SF 424. Also, include telephone number and e-mail address. The summary description should not exceed 300 words.

Care should be taken to produce a summary which accurately and concisely reflects the proposed project. It should describe the objectives of the project, the approach to be used and the results and benefits expected.

**5. Project Description:** Describe the project clearly in 40 pages or less (not counting budget narrative justification, supplemental documentation, letters of support or summaries of agreements) using the outline and guidelines for each program area. Pages over the 40-page limit will not be reviewed.

The pages of the project description must be numbered and are limited to 40 typed pages starting on page 1 of "Objectives and Need for Assistance". The description must be double spaced, printed on only one side, with at least 1/2 inch margins. Pages over the limit will be removed from the competition and will not be reviewed.

**6. Supplemental Documentation:** The maximum number of pages for supplemental documentation is 10 pages. The supplemental documentation, subject to the 10-page limit, must be numbered and may include brief resumes and position descriptions, proof of non-profit status (if applicable), news clippings, press releases, etc. Supplemental documentation over the 10-page limit will not be reviewed.

**7. Letters of Support:** Applicants should provide letters of support and/or statements from community, public and commercial leaders, if appropriate or applicable, in reference to the project description. Letters of support are not counted as part of the 40-page project description limit or the 10-page supplemental documentation limit. (Note: Applicable agreements are those between grantees and sub-grantees or sub-contractors or other cooperating entities which support or complement the provision of mandated services to runaway and homeless youth.)

**8. Agreements:** Applicants should provide summaries of proposed subgrants or subcontractual agreements. Applicable agreements are those between the grantee and cooperating entities which support or complement the provision of mandated services to runaway and homeless youth as reflected in the project description. Summaries of agreements are not counted as part of the 40-page project description limit, nor the 10-page supplemental documentation limit.

**9. Application Submission:** To be considered for funding, each applicant must submit one signed original and two additional copies of the application, including all attachments, to the application receipt point specified above. **The original copy of the application must have original signatures, signed in black ink.** Each copy must be stapled (back and front) in the upper left corner. The original and all copies of an application must be submitted in a single package. **(Note: An applicant applying for both TLP FY 2002 funding and TLP FY 2003 funding must submit separate applications for each fiscal year.)**

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review.

(Catalog of Federal Domestic Assistance: Number 93.623, Basic Center Program, Number 93.550, Transitional Living Program, Number 93,623, Training and Technical Assistance Cooperative Agreements)

Date: 2/15/02

/s/  
Joan E. Ohl  
Commissioner  
Administration on Children, Youth and Families

## **PART V. APPENDICES**

### **Appendix A. Basic Center Program Performance Standards**

#### **BASIC CENTER PROGRAM PERFORMANCE STANDARDS**

##### **I. BACKGROUND, PURPOSE, GOALS AND OBJECTIVES**

The Program Performance Standards established by the Family and Youth Services Bureau (FYSB) are *minimum standards* for its funded basic centers. They relate to the basic program components enumerated in Section 312 of the Runaway and Homeless Youth Act as reauthorized and as further detailed in Regulations and other guidance from FYSB governing the implementation of the Act. They address the methods and processes by which the needs of runaway and homeless youth and their families are being met, as opposed to the outcome of the services provided to the clients served. Nine of these standards relate to service components (outreach, individual intake process, temporary shelter, individual and group counseling, family counseling, service linkages, aftercare services, recreational programs, and case disposition), and six to administrative functions or activities (staffing and staff development, youth participation, individual client files, reporting, ongoing project planning, and board of directors/advisory body).

Although fiscal management is not included as a program performance standard, it is viewed by FYSB as being an essential element in the operation of its funded projects. Therefore, as validation visits are made, the Regional ACF youth specialist and/or staff from the Office of Fiscal Operations will also review the project's financial management activities.

The standards are designed to serve as a developmental tool for use by the project staff and the Regional ACF staff specialists in identifying those services and administrative components of projects which require strengthening through internal action on the part of staff or through the provision of external technical assistance.

##### **II. BASIC CENTER PROGRAM PERFORMANCE STANDARDS**

The following are the program performance standards applicable to funded basic centers:

###### **1. OUTREACH**

The project shall conduct outreach efforts directed towards community agencies, youth and parents based on a written plan that takes diversity into consideration.

###### **2. INDIVIDUAL INTAKE PROCESS**

The project shall conduct an individual intake process with each youth seeking services from the project. The individual intake process shall provide for:

- a. Direct access to project services on a 24-hour basis.
- b. The identification of the emergency service needs of each youth and the provision of the appropriate services either directly or through referrals to community agencies and individuals.
- c. An explanation of the services which are available and the requirements for participation, and the securing of a voluntary commitment from each youth to participate in project services prior to admitting the youth into the project.
- d. The recording of basic background information on each youth admitted into the project.

- e. The assignment of primary responsibility to one staff member for coordinating the services provided to each youth.
- f. The contact of the parent(s) or legal guardian of each youth provided temporary shelter within the timeframe established by State law or, in the absence of State requirements, preferably within 24 but within no more than 72 hours following the youth's admission into the project.

### **3. TEMPORARY SHELTER**

The project shall provide temporary shelter and food to each youth admitted into the project and requesting such services.

- a. Each facility in which temporary shelter is provided shall be in compliance with State and local licensing requirements.
- b. Each facility in which temporary shelter is provided shall accommodate at least 4 youth and no more than 20.
- c. Temporary shelter funded by the Basic Center program shall not be provided for a period exceeding fifteen days during a youth's given stay at the project.
- d. Each facility in which temporary shelter is provided shall ensure nutritional needs are met as appropriate for individual youth.
- e. At least one adult shall be on the premises whenever youth are using the temporary shelter facility.
- f. The shelter shall maintain a ratio of staff to youth that is sufficient to ensure adequate supervision and treatment.

### **4. INDIVIDUAL AND GROUP COUNSELING**

The project shall provide individual and/or group counseling to each youth admitted into the project.

- a. Individual and/or group counseling shall be available daily to each youth admitted into the project on a temporary shelter basis and requesting such counseling.
- b. Individual and/or group counseling shall be available to each youth admitted into the project on a non-residential basis and requesting such counseling.
- c. The individual and/or group counseling shall be provided by qualified staff.

### **5. FAMILY COUNSELING**

The project shall make family counseling available to each parent or legal guardian and youth admitted into the project.

- a. Family counseling shall be provided to each parent or legal guardian and youth admitted into the project and requesting such services.
- b. The family counseling shall be provided by qualified staff.

### **6. SERVICE LINKAGES**

The project shall establish and maintain linkages with community agencies and individuals for the provision of those services which are required by youth and/or their families but which are not provided directly by the centers.

- a. Arrangements shall be made with community agencies and individuals for the provision of alternative living arrangements, medical services, psychological and/or psychiatric services, and the other assistance required by youth admitted into the project and/or by their families which are not provided directly by the project.
- b. Specific efforts shall be conducted by the project directed toward establishing working relationships with law enforcement and other juvenile justice system personnel.

## **7. RECREATIONAL PROGRAM**

The project shall provide a recreational/leisure time schedule of activities for youth admitted to the project for residential care.

## **8. CASE DISPOSITION**

The project shall determine, on an individual case basis, the disposition of each youth provided temporary shelter, and shall assure the safe arrival of each youth home or to an alternative living arrangement.

- a. To the extent feasible, the project shall provide for the active involvement of the youth, the parent(s) or legal guardian, and the staff in determining what living arrangement constitutes the best interest of each youth.
- b. The project shall assure the safe arrival of each youth home or to an alternative living arrangement, following the termination of the crisis services provided by the project, by arranging for the transportation of the youth if he/she will be residing within the area served by the project; or by arranging for the meeting and local transportation of the youth at his/her destination if he/she will be residing beyond the area served by the project.
- c. The project shall verify the arrival of each youth who is not accompanied home or to an alternative living arrangement by the parent(s) or legal guardian, project staff or other agency staff within 12 hours after his/her scheduled arrival at his/her destination.

## **9. AFTERCARE SERVICES**

The project shall provide for continuity of services to all youth served on a temporary shelter basis and/or their families following the termination of such temporary shelter both directly and through referrals to other agencies and individuals.

## **10. INDIVIDUAL CLIENT FILES**

The project shall maintain an individual file on each youth admitted into the project.

- a. The client file maintained on each youth should, at a minimum, include an intake form which minimally contains the basic background information needed by FYSB; counseling notations; information on the services provided both directly and through referrals to community agencies and individuals; disposition data; and, as applicable, any follow-up and evaluation data which are compiled by the center.
- b. The file on each client shall be maintained by the project in a secure place and shall not be disclosed without the written permission of the client and his/her parent(s) or legal guardian except to project staff, to the funding agency(ies) and its (their) contractor(s), and to a court involved in the disposition of criminal charges against the youth.

## **11. PERIODIC REPORTS TO THE SECRETARY, HHS**

The project shall meet its data reporting requirements via the Runaway and Homeless Youth Management Information System (RHYMIS) or in an approved form which RHYMIS can receive and shall submit reports as

required by FYSB, including an annual report for the Secretary of HHS no later than 3 months after the end of each year in which federal RHY funds were received.

- a. The report to the Secretary shall include information regarding the activities carried out with RHY funds, the achievements of the project carried out by the applicant and statistical summaries describing the number and the characteristics of the runaway and homeless youth and youth at risk of family separation who participate in such project, and the services provided to such youth by such project, in the year for which the report is submitted.
- b. The project shall submit timely and complete program and financial reports, and data reports under RHYMIS requirements, according to the instructions of FYSB.

## **12. STAFFING AND STAFF DEVELOPMENT**

Each center is required to develop and maintain a plan for staffing and staff development.

- a. The project shall operate under an affirmative action plan.
- b. The project shall maintain a written staffing plan which indicates the number of paid and volunteer staff in each job category.
- c. The project shall maintain a written job description for each paid and volunteer staff function which describes both the major tasks to be performed and the qualifications required.
- d. The project shall provide training to all paid and volunteer staff (including youth) in both the procedures employed by the project and in specific skill areas as determined by the project.
- e. The project shall evaluate the performance of each paid and volunteer staff member on a regular basis.
- f. Case supervision sessions, involving relevant project staff, shall be conducted at least weekly to review current cases and the types of counseling and other services which are being provided.

## **13. YOUTH PARTICIPATION**

The center shall actively involve youth in the design and delivery of the services provided by the project.

- a. Youth shall be involved in the ongoing planning efforts conducted by the project.
- b. Youth shall be involved in the delivery of the services provided by the project.

## **14. ONGOING CENTER PLANNING**

The center shall develop a written plan at least annually.

- a. At least annually, the project shall review the crisis counseling, temporary shelter, and aftercare needs of the youth in the area served by the center and the existing services which are available to meet these needs.
- b. The project shall conduct an ongoing evaluation of the impact of its services on the youth and families it serves.
- c. At least annually, the project shall review and revise, as appropriate, its goals, objectives, and activities based upon the data generated through both the review of youth needs and existing services (13a) and the follow-up evaluations (13b).

d. The project's planning process shall be open to all paid and volunteer staff, youth, and members of the Board of Directors and/or Advisory Body.

#### **15. BOARD OF DIRECTORS/ADVISORY BODY (OPTIONAL)**

It is strongly recommended that the centers have a Board of Directors or Advisory Body.

a. The membership of the project's Board of Directors or Advisory Body shall be composed of a representative cross-section of the community, including youth, parents, and agency representatives.

b. Training shall be provided to the Board of Directors or Advisory Body designed to orient the members to the goals, objectives, and activities of the project.

c. The Board of Directors or Advisory Body shall review and approve the overall goals, objectives, and activities of the project, including the written plan developed under standard 14.

## **Appendix B. Administration for Children and Families HUB/Regional Office Youth Contacts**

### **Northeast Hub**

Region I: Bill Jackson, Administration for Children and Families  
John F. Kennedy Federal Building, Room 2011  
Boston, Massachusetts 02203  
(CT, MA, ME, NH, RI, VT)  
(617) 565-1118

Region II: Junius Scott, Administration for Children and Families  
26 Federal Plaza, Room 4114  
New York, NY 10278  
(NJ, NY, PR, VI)  
(212) 264-2890, ext. 145

Region III: Dick Gilbert, Administration for Children and Families  
150 S. Independence Mall West, Suite 864  
Philadelphia, PA 19104-3499  
(DC, DE, MD, PA, VA, WV)  
(215) 861-4031

### **Southeast Hub**

Region IV: Frank McBeth, Administration for Children and Families  
61 Forsyth Street, S.W., Suite 4M60  
Atlanta, GA 30303  
(AL, FL, GA, KY, MS, NC, SC, TN)  
(404) 562-2844

### **North Central Hub**

Region V: Carolyn Wilson-Hurey, Administration for Children and Families  
233 North Michigan Avenue, Suite 400  
Chicago, IL 60601  
(IL, IN, MI, MN, OH, WI)  
(312) 353-9672

Region VII: Dale Scott, Administration for Children and Families  
Federal Office Building, Room 384  
601 East 12th Street  
Kansas City, MO 64106  
(IA, KS, MO, NE),  
(816) 426-5401, Ext. 181

## **West Central Hub**

Region VI      Ralph Rogers, Administration for Children and Families  
1301 Young Street  
Dallas, TX 75202  
(AR, LA, NM, OK, TX)  
(214) 767-2977

Region VIII:    Ralph Rogers, Administration for Children and Families  
(Dallas location and number: see Region VI )  
Denver location:  
Federal Office Building  
1961 Stout Street, 9th Floor  
Denver, CO 80294  
(CO, MT, ND, SD, UT, WY),  
(303) 844-3100, Ext. 361

## **West Pacific Hub**

Region IX      Deborah Oppenheim, Administration for Children and Families  
50 United Nations Plaza  
San Francisco, CA 94102  
(AZ, CA, HI, NV, American Samoa, Guam, Northern Mariana Islands, Marshall Islands,  
Federated States of Micronesia)  
(415) 437-8426

Region X      Steve Ice, Administration for Children and Families  
2201 Sixth Avenue, RX 32  
Seattle, WA 98121  
(AK, ID, OR, WA)  
(206) 615-2210

## **Appendix C. Training and Technical Assistance Providers**

FYSB funds ten regionally based organizations to provide training and technical assistance to programs funded under the Basic Center, Transitional Living and Street Outreach Programs, and to other agencies serving runaway and homeless youth.

Each of the training and technical assistance providers offers on-site consultations; regional, State and local conferences; information sharing and skill-based training.

For more information, contact the training and technical assistance provider in your region.

### **REGION I**

#### **New England Network for Children, Youth and Family Services**

25 Stow Road

Boxboro, MA 01719

**Contact: Nancy Jackson**

(978) 266-1998

Fax (978) 266-1999

nennj@ma.ultranet.com

CT, MA, ME, NH, RI, VT

REGION II

**Empire State Coalition of Youth and Family Services**

121 - 6<sup>th</sup> Avenue, Room 507

New York, NY 10013-1505

**Contact: Margo Hirsch**

(212) 966-6477, Ext. 307

Fax (212) 226-6817

EMPIREST@empirestatecoalition.org

NJ, NY, PR, VI

REGION III

**Mid-Atlantic Network of Youth and Family Services**

135 Cumberland Road, Suite 201

Pittsburgh, PA 15237

**Contact: Nancy Johnson**

(412) 366-6562

Fax (412) 366-5407

Nancy@MANYNET.org

DC, DE, MD, PA, VA, WV

REGION IV

**Southeastern Network of Youth and Family Services**

3780 Via Del Rey, Suite C

Bonita Springs, FL 34134

**Contact: Sherry Allen**

(941) 949-4414

Fax (941) 949-4911

sherryallen@senetwork.org

AL, FL, GA, KY, MS, NC, SC, TN

REGION V

**Youth Network Council**

200 N. Michigan Avenue, Suite 400

Chicago, IL 60601

**Contact: Denis Murstein**

(312) 704-1260

Fax (312) 704-1265

YNCICOY@aol.com

IL, IN, MI, MN, OH, WI

REGION VI

**Southwest Network of Youth Services, Inc.**

2525 Wallingwood Drive, Suite 1503

Austin, TX 78746

**Contact: Theresa Tod**

(512) 328-6860

Fax (512) 328-6863

[TTOD@TNOYS.org](mailto:TTOD@TNOYS.org)

AR, LA, NM, OK, TX

REGION VII

**M.I.N.K Youth Services Network**

9082 Parkhill

Lenexa, KS 66215

**Contact: Shirley Dwyer**

(913) 888-8992

Fax (913) 888-5774

MINKNET@aol.com

IA, KS, MO, NE

REGION VIII

**Mountain Plains Network for Youth**

410 E. Thayer Avenue

Bismarck, ND 58501

**Contact: Linda Garding**

(701) 255-0848

Fax (701) 355-0721

MTNPLAINS@aol.com

CO, MT, ND, SD, UT, WY

REGION IX

**Western States Youth Services Network**

1309 Ross Street, Suite B

Petaluma, CA 94954

**Contact: Nancy Fastenau**

(707) 763-2213

Fax (707) 763-2704

wsysn@aol.com

AZ, CA, HI, NV, AS, GU, NMI, MI, MICRONESIA

REGION X

**Northwest Network for Youth**

603 Stewart Street, Suite 609

Seattle, WA 98101

**Contact: Gary Hammons**

(206) 628-3760

Fax (206) 628-3746

Gary@nwny.org

AK, ID, OR, WA

**Appendix D: Table of Basic Center Program Allocations by State**  
**FY 2002 BASIC CENTER PROGRAM: ALLOCATION BY STATE**

	<u>Continuations</u>	<u>New Starts</u>	<u>Totals</u>
<b><u>Region I</u></b>			
Connecticut	275,249	198,844	474,093
Maine	178,034	0	178,034
Massachusetts	511,681	350,867	862,548
New Hampshire	180,579	0	180,579
Rhode Island	135,666	0	135,666
Vermont	199,992	0	199,992
<b>Region I Total</b>	<b>1,481,201</b>	<b>442,916</b>	<b>1,924,117</b>
<b><u>Region II</u></b>			
New Jersey	1,039,500	121,721	1,161,221
New York	1,982,498	698,499	2,680,997
Puerto Rico	144,149	479,822	623,971
Virgin Islands	0	45,000	45,000
<b>Region II Total</b>	<b>3,166,147</b>	<b>1,300,043</b>	<b>4,466,190</b>
<b><u>Region III</u></b>			
Delaware	118,929	0	118,929
District of Columbia	112,500	0	112,500
Maryland	396,700	372,514	769,214
Pennsylvania	1,452,533	263,850	1,716,383
Virginia	492,097	503,602	995,699
West Virginia	246,172	0	246,172
<b>Region III Total</b>	<b>2,818,931</b>	<b>1,082,822</b>	<b>3,901,753</b>
<b><u>Region IV</u></b>			
Alabama	476,067	172,055	648,122
Florida	1,994,522	0	1,994,522
Georgia	910,757	317,491	1,228,248
Kentucky	535,000	0	535,000
Mississippi	97,299	354,176	451,475
North Carolina	961,645	154,708	1,116,353
South Carolina	0	587,994	587,994
Tennessee	200,000	600,655	800,655
<b>Region IV Total</b>	<b>5,175,290</b>	<b>2,324,189</b>	<b>7,499,479</b>
<b><u>Region V</u></b>			
Illinois	1,604,940	237,112	1,842,052
Indiana	663,947	240,672	904,619
Michigan	1,198,316	294,944	1,493,260
Minnesota	525,310	220,737	746,047
Ohio	1,432,480	228,718	1,661,198
Wisconsin	747,495	0	747,495
<b>Region V Total</b>	<b>6,172,488</b>	<b>1,277,774</b>	<b>7,450,262</b>

	<u>Continuations</u>	<u>New Starts</u>	<u>Totals</u>
<b><u>Region VI</u></b>			
Arkansas	306,419	0	306,419
Louisiana	528,222	0	528,222
New Mexico	183,151	109,956	293,107
Oklahoma	675,690	0	675,690
Texas	2,384,347	937,750	3,322,097
<b>Region VI Total</b>	<b>4,077,829</b>	<b>1,154,579</b>	<b>2,923,250</b>
<b><u>Region VII</u></b>			
Iowa	264,221	167,490	431,711
Kansas	312,876	0	312,876
Missouri	521,106	305,282	826,388
Nebraska	158,484	102,936	261,420
<b>Region VII Total</b>	<b>1,256,687</b>	<b>674,388</b>	<b>1,931,075</b>
<b><u>Region VIII</u></b>			
Colorado	603,288	0	603,288
Montana	138,016	0	138,016
North Dakota	102,500	0	102,500
South Dakota	95,000	0	95,000
Utah	0	406,081	406,081
Wyoming	118,000		118,000
<b>Region VIII Total</b>	<b>1,056,804</b>	<b>268,660</b>	<b>1,325,464</b>
<b><u>Region IX</u></b>			
American Samoa	45,000	0	45,000
Arizona	467,206	299,463	766,669
California	4,413,985	815,657	5,229,642
Guam	0	45,000	45,000
Hawaii	161,995	0	161,995
Northern Marianas	0	45,000	45,000
Nevada	272,474	0	272,474
<b>Region IX Total</b>	<b>5,360,660</b>	<b>1,084,373</b>	<b>6,445,033</b>
<b><u>Region X</u></b>			
Alaska	177,100	0	177,100
Idaho	209,507	3,944	213,451
Oregon	437,984	0	437,984
Washington	714,959	154,925	869,884
<b>Region X Total</b>	<b>1,539,550</b>	<b>138,816</b>	<b>1,678,366</b>
<b>FY 2002 BCP TOTAL</b>	<b>\$32,105,587</b>	<b>\$9,748,561</b>	<b>\$41,854,148</b>

## **Appendix E**

### **Application Forms, Assurances and Certifications**

**Administration for Children, Youth, and Families**  
**U.S. Department of Health and Human Services**

**CERTIFICATION REGARDING LOBBYING**

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Statement for Loan Guarantees and Loan Insurance**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

**Administration for Children, Youth, and Families  
U.S. Department of Health and Human Services**

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

**Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)**

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the

performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

### **Certification Regarding Drug-Free Workplace Requirements**

#### **Alternate I. (Grantees Other Than Individuals)**

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about -- (1) The dangers of drug abuse in the workplace; (2) The grantee's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -- (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted -- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

.....  
.....

Check if there are workplaces on file that are not identified here.

## Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

### **Administration for Children, Youth, and Families U.S. Department of Health and Human Services**

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

#### **Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions**

##### **Instructions for Certification**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended,

ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

\* \* \* \* \*

#### Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

##### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is

proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

\* \* \* \* \*

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Administration for Children, Youth, and Families**  
**U.S. Department of Health and Human Services**

**CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

.....  
Signature

.....  
Title

.....  
Organization